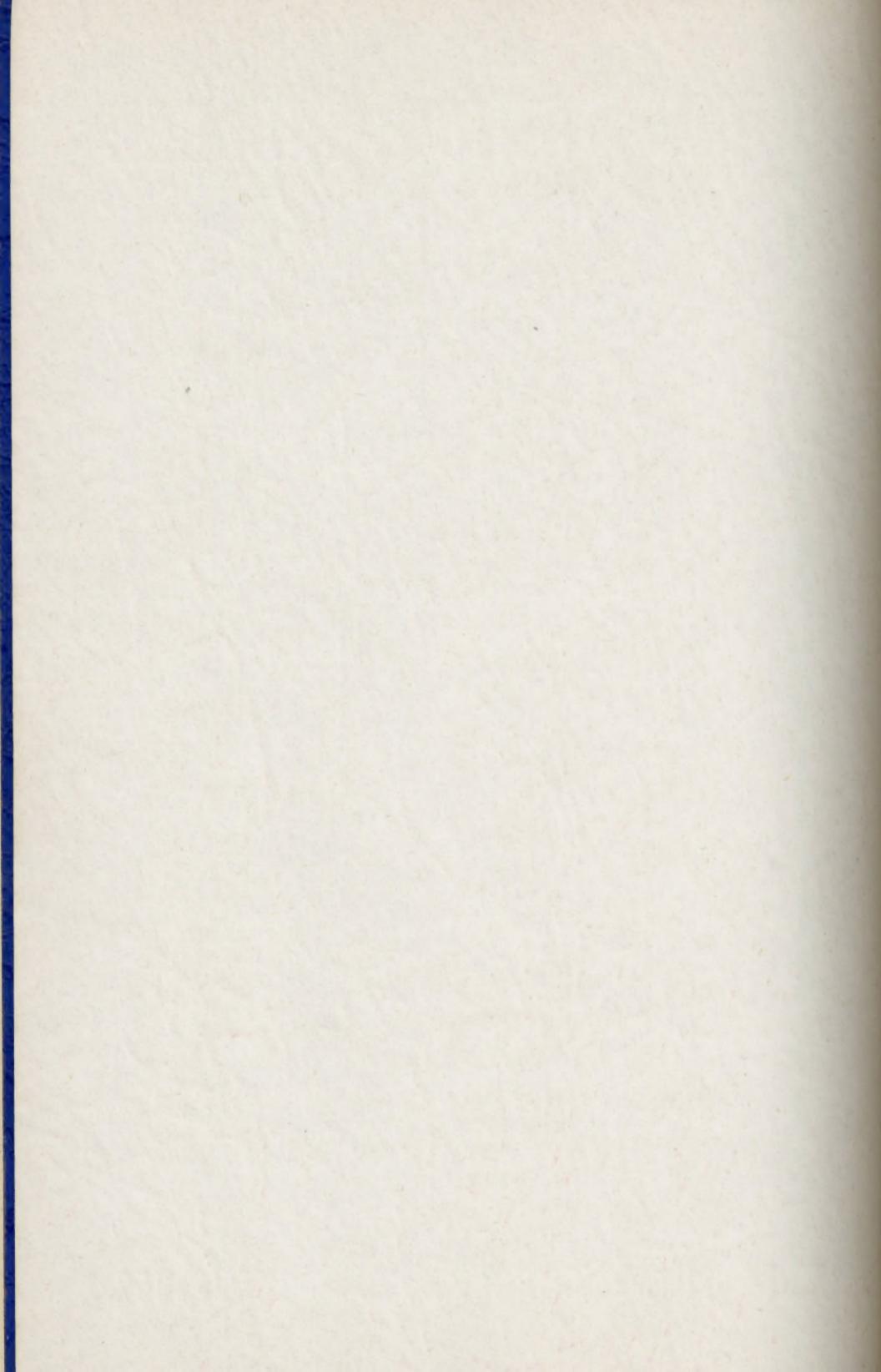


JOPLIN JUNIOR COLLEGE



CATALOG & ANNOUNCEMENTS -- 1951-1952



Joplin Junior College

Joplin, Missouri

ANNOUNCEMENTS AND GENERAL INFORMATION

ISSUE FOR

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ACCREDITED

University of Missouri

State Department of Education

Member American Association of Junior Colleges

North Central Association of Colleges and Secondary Schools



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JOPLIN PUBLIC SCHOOLS

Board of Education

1951 - 1952

MEMBERS

Austin Harrison
Joe Harding
Bob Clay
Jack Fleischaker
Herbert Van Fleet
Mrs. Reba Blanke

OFFICERS

Joe Harding, President
Herbert Van Fleet, Vice President
Virgil H. Board, Treasurer
Fern Gray, Secretary
Roi S. Wood, Superintendent of Schools

JUNIOR COLLEGE CALENDAR**1951 - 1952****1951**

September 10—9:00 a. m.	Faculty Conference
September 10—1:00 p. m.	Sophomore Registration
September 11—9:00 a. m.	Freshman Registration
September 12	Classes Convene
November 22-23	Thanksgiving Holidays
November 26	Classes Reconvene
December 19-January 2	Christmas Holidays

1952

January 2	Classes Reconvene
January 25	First Semester Ends
January 28	Registration for Second Semester
January 29	Classes Convene
April 11 to 14	Easter Holidays
April 15	Classes Reconvene
May 23	Class Day
May 25	Baccalaureate
May 30	Commencement Exercises

1952

June 4	Registration for Summer Session
June 5	Classes Convene
July 30	Summer Session Ends

FACULTY 1951-1952

Administration

Roi S. Wood	President and Superintendent of Schools Culver-Stockton College A. B., Central Wesleyan College A. M., University of Missouri	
Thomas H. Flood	A. B., B. S., Southwest Missouri State College M. A., Columbia University	Dean
R. W. Baker	Director of Industrial Education Four years trade experience A. B., Central College A. M., University of Missouri	
Margaret Mitchell	B. S., Southwest Missouri State College University of Southern California M. B. A., University of Denver	Registrar
Loretta Frazier	B. S., Northwest Missouri State College B. S. in Library Science, University of Illinois	Librarian
Margaret Pendleton	Associate in Business, Joplin Junior College	Secretary to the Dean
Marvel Watkins	Secretary to the Director of Industrial Education	

Instructors

V. L. Anderson	Mechanical Drawing B. S., Northwest Missouri State College Stout Institute, Menomonie, Wisconsin Graduate Work, University of Missouri	
Arthur Boles	Art B. F. A., Chicago Art Institute	
Robert N. Chase	Assistant Coach B. S., University of Missouri	
Orie A. Cheatham	Commercial B. S., Southwest Missouri State College M. S., University of Colorado	
Ada Coffey	Literature A. B., A. M., University of Kansas	
Merle D. Creed	Machine Shop Four years trade experience B. S., K. S. T. C., Pittsburg, Kansas Graduate Work, University of Missouri	

Lucille Downer	Physical Education
	B. S., University of Wisconsin
	Graduate Work, University of Wisconsin
Edna C. Drummond	Zoology and Botany, Dean of Women
	B. S., A. M., George Peabody College
Lloyd L. Dryer	Psychology and Education
	B. S., A. M., Oklahoma A. & M. College
Claude B. Gilbert	Auto Mechanics
	Thirty-one years trade experience
Harry C. Gockel	History, Economics, Geography
	A. B., A. M., Washington University
	University of Wisconsin
Carl L. Graham	Welding and Sheet Metal
	Seventeen years trade experience
	University of Missouri
Marie A. Guengerich	Piano
	Graduate, Calhoun School of Music, Joplin. Studied with Helen Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski, Albert Mirovitch. Student in University of Chicago, 1918. President Missouri Music Teachers Association 1935-1936.
L. Buryl Harmon	Piano
	Graduate, Chicago Musical College. Studied piano under Dr. Edward Collins, Leopold Godowski, Percy Grainger and Dohnanyi; history under Herbert Witherspoon; harmony under Felix Borowski and Laura Drake Harris; counterpoint under Dr. Leslie Laviolette and composition under Dr. Arnold Volpe.
Cleetis Headlee	English
	B. S., A. M., University of Missouri
	University of California, Berkeley
Robert D. Heater	Speech
	B. F. A., Drake University
	M. A., Northwestern University
Evelyn Hinton	Voice
	B. S. in Music Supervisorship, Kansas State Teacher's College. Studied with George Winter, Joplin; John Wilcox, Denver; Percy Rector Stevens, New York; Cesare Sturani, New York; Student of Organ two years, Columbia University, New York.
Edward Hodges	Physical Education
	B. S., University of Missouri
	Graduate Work, University of Missouri
Arnold E. Irwin	Social Science
	A. B., K. S. T. C., Pittsburg, Kansas
	A. M., University of Missouri
	University of Michigan

Ellis Kindred	Auto Mechanics
	Thirty years trade experience K. S. T. C., Pittsburg, Kansas University of Missouri
George Kirk, Jr.	Body and Fender Shop
	Five years trade experience University of Missouri
Mae Marshall	Piano - Organ
	Calhoun School of Music, Joplin. Studied with Henoit Levy. Studied organ with Arthur Dunham, Chicago; Dr. Wm. C. Carl, New York; Harmony and Counterpoint with Frank Wright, Brooklyn; Memorization and Analysis with Winslow Cheney, New York.
Ernest L. McClymond	Physics
	B. S., Central Missouri State College Southwest Teachers, Gunso, Colorado University of Missouri
Martha Ann McCormick	Mathematics
	Ph. B., A. M., University of Chicago
Virginia Myers	Music
	B. M., Eastman School of Music M. M., The University of Tulsa Pupil of John Thomas, Sandor Vas, Bela Rozsa
Edgar Parker	Body and Fender
	Ten years trade experience University of Missouri
Calvin M. Pentecost	Distributive Education
	B. S., M. S., K. S. T. C., Emporia, Kansas
Mary Bingham Porter	Violin
	Graduate, Drake School of Music, Chicago. Graduate work at Von Ende School of Music, New York. Special study with Sametini, Chicago Musical College, and Jacques Gorden, New York. Master classes of Leopold Auer.
Eula Ratekin	Chemistry
	A. B., A. M., University of Missouri
B. L. Scurlock	Body and Fender Shop
	Fifteen years trade experience
Catherine W. Selves	Mathematics
	B. S., Northeast Missouri State Teachers College A. M., University of Chicago
Dillard F. Smith	Auto Mechanics
	Twenty-two years trade experience
Lela A. Smith	English
	A. B. and B. S., Drury College A. M., George Peabody College

Mrs. Oliver Sovereign	Piano
Studied with Leo Miller, St. Louis; Max Landow and Alfredo Oswald, Peabody Conservatory; Helen Scoville, New York City.	
Oliver Sovereign	Voice
B. S., K. S. T. C., Pittsburg, Kansas. Studied with Herbert Wall, University of Missouri; Vincent Hubbard and Stephen Townsend, Boston; Louis Graveure and Enrico Rasati, New York City.	
Lillian Spangler	French and German
A. B., A. M., University of Missouri Northwestern University	
Vera Margaret Steininger	Commercial
A. B., University of Kansas; A. M., Columbia University Central Missouri State College University of Denver	
Paul R. Stevick	Philosophy and Sociology
A. B., Southwestern College, Winfield, Kansas S. T. B., S. T. M., Boston University Ph. D., The State University of Iowa	
Dorothy A. Stone	Commercial
B. S., A. M., University of Missouri University of Chicago Washington University	
Howard G. Weaver	Auto Mechanics
Twenty-nine years trade experience Joplin Junior College University of Missouri	
Rolla Weber	Auto Mechanics
Twenty-nine years trade experience University of Missouri	
Carl H. Well	Electric and Acetylene Welding
Seventeen years trade experience University of Missouri	
James Willey	Chemistry
A. B., University of Kansas	
Clarence Witzansky	Auto Mechanics
Twenty-eight years trade experience	
Keith Wormington	Machine Shop
Eighteen years trade experience	
Edward N. Wright	Sheet Metal
Six years trade experience Joplin Junior College K. S. T. C., Pittsburg, Kansas	
Nira Wright	Voice
Graduate, Lamperti-Valda School of Singing, Paris. Studied with John S. Van Cleve, Cincinnati; Mme. Richards Claggett, Dallas; Mme. Johan Hess Burr and William Nelson Burritt, Chicago; Mme. Anna Zeigler, Mme. Valda and Frantz Prochowski, New York.	

SECTION I

GENERAL INFORMATION

The information given in this catalogue is for the school year 1951-1952 only. Changes may be made at any time. Any student registered in Joplin Junior College should refer to his catalogue frequently to guide his progress here. He will find statements there on almost any problem that may arise. All decisions will be based on what is stated in the catalogue. Any individual, interested in attending Joplin Junior College, can find details of requirements for registration, fees, and other matters herein.

HISTORICAL STATEMENT

The Joplin Junior College opened on September 6, 1938, in its own building at Fourth and Byers Avenue. Blaine Hall, which was named in honor of H. E. Blaine, the first dean of the College, was dedicated on November 1, 1946. At that time Blaine Hall Cafeteria began serving and the Lion's Den, an all-student recreation room, was opened. Blaine Hall is located at Fifth and Byers. G. I. City, the veterans housing unit at Thirteenth and Murphy was opened for veterans for the Spring Term of 1947. The Vocational Building at Thirteenth and Pearl was dedicated March 21, 1948.

Joplin Junior College is a public school directed and sponsored by the Board of Education. The Superintendent of Schools for Joplin also acts as the President of the College.

ORGANIZATION

The Joplin Junior College comprises the following divisions:

Arts and Science

Terminal

THE COLLEGE YEAR

The college year comprises two semesters and one summer session. Each semester is eighteen weeks and the summer term is eight weeks. Two semesters constitute an academic year.

PURPOSES

The particular objectives of Joplin Junior College are four in number.

(1) To provide an Arts and Science curriculum for those expecting to continue in colleges and universities.

(2) To provide semi-professional curricula that will enable the graduate to enter fields bordering on the professional or technical work that does not require graduation from professional schools.

(3) To provide as many terminal, vocational curricula as possible; to meet the needs of a large number of students who may not wish to, or cannot give more than two years further preparation for their life's work.

(4) To provide opportunity for individuals not interested in college degrees, to enrich their cultural background and to improve and advance themselves vocationally.

LOCATION

The Joplin Junior College is located at Fourth and Byers Avenue, within walking distance of the business district and bus terminals, accessible by highways and on inter-urban bus routes. Blaine Hall is on the corner of Fifth and Byers, adjacent to the College. The Vocational School is located at Thirteenth and Pearl and likewise, is easily accessible by various means of transportation. G. I. City at Thirteenth and Murphy is on an inter-urban bus route as well as being within walking distance of the College.

EQUIPMENT

Grounds and Buildings:

The College and Blaine Hall campus is located at Fourth and Byers. In the College building the rooms are large and well lighted; the halls and stairways are wide and commodious. There are rooms in the basement for typing, office machines, drawing and the library. On the second floor the offices of the Dean and his secretary, the office of the Registrar, the auditorium-gymnasium, and several recitation rooms. On the third floor are the laboratories, recitation rooms and the faculty office.

The Vocational School is located at Thirteenth and Pearl. This large building contains the automobile shop, carpenter shop, machine shop, sheet metal shop, welding shop, recitation classrooms and the office of the Director of Industrial Education. This is one of the best equipped technical schools in this section of the country.

In Blaine Hall are the Blaine Hall Cafeteria, one recitation room, offices of the Chart (school newspaper) and of the Crossroads (school annual), and the Lion's Den which is a recreation room for all students.

Blaine Hall Cafeteria has the facilities for serving several hundred students. The policy of the Cafeteria is to serve well-balanced meals at a very low cost to the students. Student help tends to keep prices to a nominal amount.

The College Library plays an integral part in the educational development of the students. The 8,000 volumes have been carefully selected and offer an exceptional collection of standard and recent materials in research in every field covered by the various curricula.

A dictionary card catalog with author, title, subject and analytics entries, the current issues of eighty magazines and cosmopolitan newspapers, bound periodicals, a "Browsing Corner" and ready reference volumes are in the reading room. Back issues of magazines and newspapers, an indexed vertical file and a subject-arranged pamphlet collection are housed in the stack-room and are available for use at any time by students and faculty members.

Current issues of magazines and books placed on reserve reading lists are checked for over-night use only; all books not so reserved may be checked for one-week periods.

The library is housed in attractive new quarters, finished in oak, and furnished with new, modern limed oak furniture. Lighting is obtained through glass block windows, and from excellent fluorescent fixtures. The seating capacity of the reading room is adequate to serve the student body. Individual stack carrels are used by the faculty and students. A conference room adjacent to the library has furniture matching that in the reading room, and is used for round-table discussions and meetings of all kinds.

In addition to the College collection, facilities of the Joplin Carnegie Library, containing 65,450 volumes, 118 magazines, and 13 daily newspapers, are available to students and faculty for consultation and withdrawal.

The College gymnasium also serves as an auditorium. All football games are played at Junge Stadium, Thirteenth and Murphy and basketball games are usually played in the North Junior High School gymnasium, located at First and Gray.

G. I. City constructed in dormitory style and apartments has 24 units available to veterans. All rooms are beautifully painted, very clean and adjacent to bath facilities.

PUBLICATIONS OF THE COLLEGE

The Crossroads, the school annual, has been published each year since the College was opened. Each year the annual is the product of a student staff with faculty sponsors. It is an honor to be chosen Editor of the Crossroads, Business Manager of the Crossroads, or even on the staff which is limited to a very few. Recently student photographers have added much to the student interest in the annual. Every student is urged to have his picture made for the annual; likewise, each organization is urged to respond with group pictures and other pictures of interest.

The Chart, the school newspaper, is traditional with the College. With a student staff and faculty sponsors, the Chart endeavors to publish advance news and to record events of interest to all. Approximately 10 issues are published each school year. There is always a special for the Christmas season and the close of the year. Advertising from local merchants helps finance the paper. Students are eager to be an editor or a reporter on the Chart staff.

The Alumni-Student Organization sends out at least two bulletins entitled JOPLIN JUNIOR COLLEGE NEWS each year besides an announcement concerning the annual Alumni-Student Banquet.

Student Handbook, a compilation of information about the college, is sponsored by the Student Cabinet of the Student Senate.

The Student Directory is compiled by the Student Senate and is published annually.

Joplin Junior College Bulletin is published annually, April 15.

ADMISSION

The office of the Registrar has charge of all matters pertaining to admissions in the College. Inquiries regarding entrance to the College should be addressed: Office of the Registrar, Joplin Junior College, Joplin, Missouri.

ADMISSION TO THE FRESHMAN CLASS

Counseling Examinations are required of all first semester freshmen entering in the fall of 1951.

The Joplin Junior College is open to all Freshmen. There are two plans for admission to the freshman class: 1. Plan A provides admission by certificate or transcript of record without examination. The applicant must have passed his high school course with satisfactory marks, and he must be officially recommended by his school. His high school course of study must have included the specific subjects or units required by the curriculum he wishes to enter. The diploma will not be accepted as a credential; and the proper form of certificate or transcript signed by the principal or superintendent must be sent to the Office of the Registrar. 2. Plan B provides admission through the USAFI examination on the high school level with a score of 45 on at least four parts and not less than 35 on any one of the five parts. All transcripts received in the Office of the Registrar are placed on file and become the property of the Joplin Junior College. Each applicant for entrance in the College fills out the Personal Reference Sheet at the time of his first enrollment.

Subjects Accepted for Admission under Plan A: The entrance units which may be accepted in satisfaction of the specific requirements for admission and the maximum and minimum number of units in each subject which may be offered, are presented in the following list:

Subject	Max. Min.	Subject	Max. Min.
English	(5-3)	Sociology	1-2-1-2
Grammar, Composition and Literature	4-3	Government	1-2-1-2
Speech	1-1-2	International Relations	1-2-1-2
Mathematics	(4-1)	State History	1-2-1-2
*General Mathematics	1-1	Science	(4-1)
Algebra	2-1	General Science	1-1
Plane Geometry	1-1	General Biology	1-1
Solid Geometry	1-2-1-2	Physics	1-1
Plane Trigonometry	1-2-1-2	Chemistry	1-1
Social Studies	(5-1)	Botany	1-1-2
Citizenship or Community Problems	1-1	Zoology	1-1-2
**World History	1-1	Advanced Physical Science	1-1
American History	1-1	Physical Geography	1-1
***American Problems	1-1	Physiology	1-1-2
Early European History	1-1	Foreign Language	(6-1)
Later European History	1-1	Latin	4-1
Geography	1-1-2	German	4-1
Economics	1-2-1-2	French	4-1
		Spanish	4-1

*General Mathematics does not count toward the requirement in mathematics for admission to the College of Engineering.

**World History may not be accepted with either Early or Later European History.

***American Problems may not be accepted with Economics, Sociology, Government or International Relations.

The remaining units to total fifteen may be selected from the above list or from any other courses accepted by an accredited school for its diploma, with the exception of physical education and military science. Not more than two units in diversified occupations may be offered.

The specific units required by each curriculum are indicated with the complete requirements of each curriculum listed in Section II.

ADMISSION TO THE SOPHOMORE CLASS

Counseling examinations are required of all sophomores matriculating 1951-1952.

A student who has been regularly admitted to another college or university of recognized standing will be admitted to the College upon presentation of a certificate of honorable dismissal and official transcripts of records of high school and college work, provided his scholastic record has been satisfactory. Should the applicant be accepted on probation he cannot be candidate for a degree until his average is an M in which case the probation would be removed. Claims for advanced standing, in order to receive recognition, must be made by the student within the first semester of entrance. Claims for credit from the service training programs conducted by the various branches of the armed forces must be made within the first semester of entrance. The recommendations of the American Council on Education as set forth in "A Guide to the Evaluation of Educational Experience in the Armed Services" will serve as a basis for granting such credit. In order to be counted toward a degree the credit granted must be appropriate to the student's curricu-

lum. If a student files with the Registrar complete official credentials at least six weeks before the opening of the semester, claims for advanced standing will be passed upon and the student notified before registration.

A student already enrolled in Joplin Junior College, who has completed at least twenty-seven hours with an average of M, is automatically classified as a Sophomore at the first enrollment after the completion of the twenty-seven semester hours with twenty-seven points.

ADMISSION OF SPECIAL STUDENTS

Anyone over twenty-one years of age who does not qualify for admission as a regular student, but who by reason of special preparation or attainments may be judged qualified to pursue certain courses, will be admitted as a special student though not as a candidate for a degree. In all cases, admission will be granted through the Office of the Registrar.

HEARERS

With the consent of the Registrar and the instructors concerned, students may be admitted to any division as hearers. Hearers must be registered and pay fees, but are not required to take course examinations and shall receive no credit.

ADMISSION OF VOCATIONAL STUDENTS

Any student who enrolls in the Vocational Shops Curriculum must satisfy the requirements of the Vocational Curriculum.

REGISTRATION

No student will be admitted to any curriculum for work for which he is to receive credit after the second Friday following registration day. Fees for late registration must be paid at the time of enrollment.

EXPENSES

Fees: All statements as to fees contained in this catalogue are by way of announcement only for the school year covered by this catalogue; but, even though so stated, the College reserves the right to change any and all fees at any time, without any notice being given in advance of such a change.

Time of Payment of Fees: All fees must be paid in full at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid.

Tuition: Tuition is free to all students under 20 years of age who are residents of the School District of Joplin.

Tuition for Non-Residents, or Students 20 Years of age and Over: Students who are non-residents of Joplin, or students who are 20 years

of age and over, are required to pay a tuition fee of thirty dollars (\$30.00) per semester. For eight hours or more the tuition is \$30.00. For seven hours or less the tuition is \$2.25 per hour.

Matriculation Fee: A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the Junior College for the first time.

Incidental Fee: All students in the Joplin Junior College are required to pay an incidental fee of eighteen dollars (\$18.00) per semester. This fee includes all expenses required in every course, (except breakage in chemistry laboratory courses, tuition charges and individual supplies), as well as publications of Chart and Crossroads. Students who are permitted to carry work of from five to eight hours during the semester will be admitted on payment of an incidental fee of eleven dollars (\$11.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of seven dollars (\$7.00).

Textbook and Lock Rental Fee: All textbooks and locks are owned by the Joplin Junior College and are rented by the College. Rental deposits are required of all students and refunds on these deposits, when all books and locks are turned in by the student, will be made as follows:

Number of Hours	Amount of Textbook & Lock Rental Fee	Refunds
8 hours or more	\$10.00	\$5.00
5 to 7 hours	\$ 8.00	\$4.00
1 to 4 hours	\$ 5.00	\$3.00

A lost book must be paid for before a student is eligible for the refund and before his record can be cleared.

Applied Music Fee: For each course in applied music the usual fee is thirty-six dollars (\$36.00) per semester. It will be paid to the instructor.

Laboratory Breakage Fee: A deposit of one dollar (\$1.00) for breakage is charged for all chemistry laboratory courses. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, the difference must be paid at the end of the semester in order to clear all records.

Fee for Late Registration: Every student who enrolls after the registration day of each semester must pay a fee of one dollar (\$1.00) for late registration, in addition to the other fees.

Fee for Change in Program: With the exception of errors made by the College staff, regardless of what change is made in the program, a fee of \$1.00 must be paid for each petition to change a course after the period allowed for changing programs. A student attending school under the G. I. Bill of Rights is expected to pay his own change in program fee.

Examination Fee: Students absent from a periodic or term examination may be given a special examination at the time set by the instructor

upon payment of fifty cents (.50) in advance. The instructor is responsible for requiring a student to show a receipt from the office before administering the examination.

Transcript Fee: A fee of fifty cents (.50) is charged for a duplicate transcript of credits.

Refund of Fees: Students leaving school or dropping courses for which they have paid fees, prior to the fifth week of the term involved, will receive a refund of the fees paid in accordance with the following schedule.:

<i>Time of Withdrawal</i>	<i>Amount of Fee to be Refunded</i>
Within the first and second weeks	80 per cent
Within the third and fourth weeks	50 per cent
After the fourth week	No Refund

SOURCES OF AID TO STUDENTS

Scholarships: The Junior College offers scholarships to high ranking high school graduates. The scholarship covers the tuition for one year for non-resident students or the incidental fee for resident students. This scholarship must be awarded to either the valedictorian or the salutatorian of the current graduating class. Scholarships are offered to outstanding students in the speech or music departments, and in athletics.

Scholarship students must participate in the activities for which the scholarships are granted, and must use the scholarship during the year of issue.

A limited number of work scholarships are available to students who need help in meeting school expenses. Students interested in obtaining one of these scholarships should make application to the Dean of the Junior College.

Placement Service: The College maintains a placement service and is constantly informed as to available positions in the business district and in private homes. Through the use of this service, graduates often find full-time jobs fitted to their particular abilities and interests.

A limited number of part-time jobs are available to worthy students who qualify for such help. These jobs include office work, library work, and assisting in the College cafeteria.

LIVING QUARTERS FOR STUDENTS

Students who come from outside Joplin can find sleeping rooms, rooms with kitchen privileges, and small apartments in many private residences easily accessible to the College.

Veterans may obtain apartments in G. I. City. For reservations, write Board of Education, 827 Pearl, Joplin, Missouri.

STUDENT ACTIVITIES

Student Senate. The Senate is composed of the president, vice-president, and secretary-treasurer of the student body elected annually from the school at large, the student senators elected from the classes by proportional representation with the Dean of the College and one other faculty member as advisors.

Phi Theta Kappa (Eta Chi chapter) is a national scholastic fraternity that has as its purpose the promotion of scholarship, the development of character, and cultivation of fellowship among students of both sexes in the junior colleges of the United States. For membership, a student must have and maintain a cumulative grade point average of not less than 2.0, be carrying fifteen hours of work creditable in Arts and Science and be scholastically in the upper ten per cent of the whole student body.

Y. M. C. A. Men of both faculty and student-body meet for Tuesday noon luncheon and fellowship at the Joplin Y. M. C. A. Varied programs of entertainment and inspiration are arranged by a student committee.

Y. W. C. A. The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the College may share and offers an opportunity for development and training in leadership, religion and social service. The activities of the Y. W. C. A. are varied enough so that each member may do the type of work that appeals most to her interest. The group is affiliated with the National Student Christian Association and the National Student Y. W. C. A. It makes contributions each year to the World Student Service Fund for the relief of students in other countries.

A group of delegates attends the fall and spring conferences of the Y. M. C. A. and Y. W. C. A. and the regional Conference at Estes Park, Colorado, during the summer.

The Modern Language Club is open to students of French, Spanish and German. The purpose of this group is to become better acquainted with the languages studied and with the people and countries where these languages are spoken, including some of the contributions in literature, art and music. The Modern Language Club always presents an outstanding assembly program during the year and usually sponsors a school party or dance.

The College Theatre is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produce two plays during the school year, and contribute materially to assemblies and other school functions. Membership includes not only those who have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

Teachers of Tomorrow, the education club of the college, is for prospective teachers only. All members of the education department who are doing satisfactory work are eligible for membership. The purposes of the organization are to promote professional spirit among its members and to aid all school activities which are for the best interest of the College.

Speech. The ultimate purpose of higher education is to develop the ability to think. No school activity is better adapted to this purpose than public speaking. The College is a member of the Missouri Junior College Forensic Association and is the Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior colleges.

Sororities, Fraternities and College Organizations. The sororities and fraternities of the College offer additional social life for the students. Likewise all other clubs of the school are solely interested in making a full college life.

RULES FOR SORORITIES, FRATERNITIES AND CLUBS

1. All clubs or organizations composed of Junior College students, and recognized by the faculty as college organizations shall submit a constitution for the approval of the faculty.
2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.
3. All clubs shall have a member of the Junior College Faculty as sponsor.
4. No student may belong to two social clubs at the same time.
5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.
6. Regular meetings may be held bi-weekly in the college building, the home of one of the members, or in such other places as the sponsor and Dean may approve.
7. The regular meeting shall be registered in the office of the Dean.
8. Regular meetings shall adjourn not later than 10 p.m.
9. Social gatherings are to be held on Friday or Saturday nights, unless permission is obtained from the Dean's office to be held at another time.
10. Dates for all social meetings shall be placed on the calendar with permission of the Dean.
11. Rushing in the fall shall be completed by the end of the third week of the semester.

12. Not more than two date affairs, only one of which may be a formal dance, may be held each semester by a single organization. No student organization which in any way represents the Junior College before the public or which holds itself to be an organization of Junior College students, may use the name of the Junior College in connection with its name, or in connection with its members as students without the proper faculty or administrative committee.

REGULATIONS, GRADES, DEGREES

Course Numbers: In general the courses with small numbers are the beginning courses. The number of hours of credit given for a course is indicated after the title and explanation of each course. The small letters indicate the semester or semesters in which the course is offered; "f" designates a course offered in the fall semester, "w" the winter semester, and "s" the summer session.

Vocational Courses: In general, the vocational college classes are conducted on a three-hour, five-day week basis providing 8 hours credit each semester with the remainder of the day being spent in related college courses.

Schedule of Courses: The schedule of days, hours, and rooms for the 1951-1952 sessions will be issued as a separate bulletin in advance of the various sessions.

Definition of Credit Hours: The hour, which is the unit of credit given in the College, is the equivalent of a subject pursued one period per week for one semester of eighteen weeks. Thus a course valued at two credit hours will meet two hours per week for a semester, etc.

Number of Hours: Sixteen hours of work in addition to physical education is the maximum number of hours any student may carry except those students enrolled in Pre-Engineering Curriculum who may carry seventeen or eighteen hours of work, (if they register in the Office of the Registrar the name of the school they plan to attend during their last two years) and those students who are veterans on the honor roll and in their last term of their sophomore year. The approval of that school must be recorded.

Required Work in American History and State and National Governments: Each student in Joplin Junior College is required to present for graduation, in addition to his other requirements, a course or courses in this area. The minimum requirement can be satisfied by credit in American History (5); or State Government (10) and Government of the United States (11). Where the curriculum permits, all three courses should be taken.

Health and Physical Education: All men and women students are required to take four semesters of physical education. However, veterans are excused from the physical education requirements, provided they present to the Registrar, proof of completion of basic military training.

For any one physically unable to participate in all or part of this program, health blanks may be secured from the instructor. This form must be filled out in full by the family physician and returned to the instructor.

For women, physical education classes are set up on a two-year schedule which enables each student to participate in the following seven activities: badminton, square dancing, basketball, swimming, volleyball, bowling, and golf or tennis.

Grading of Students: The following marks are used in grading work: E, S, M, I, F. These are defined as follows: The grade of "E" indicates rank among the few most excellent students; that of "S", rank among the superior students; the grade of "M", rank among medium students. The grade of "I" means that a student is somewhat below average, and the grade of "F" that he has not accomplished the minimum necessary for passing the subject. If an "Incomplete" is placed on a grade card, the student must remove the "Incomplete" within two weeks of the close of the semester in which he received the "Incomplete" or a grade of "F" is automatically substituted for the "Incomplete."

Scholastic Requirements: A student must maintain an average of "M" on all work carried throughout his college years. If a student has an average of "I", he may continue in school but may not be an applicant for a degree. The average of each student is figured on the basis of the number of hours of credit and the number of honor points. (Divide the total number of honor points by the total number of credits). The honor points allowed for each grade are as follows:

E	3 honor points per credit
S	2 honor points per credit
M	1 honor point per credit
I	0 honor points per credit
F	-1 honor point per credit

Honor Roll: The Honor Roll is published at the end of each semester. Students to be eligible for the Honor Roll must carry at least twelve hours of college credit plus physical education for each semester and grades must average 2.0 or better.

CLASS ATTENDANCE

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time he registers. Junior College education proceeds on the basis of organized class, laboratory, and shop experiences. The absent student misses not only the content of the session, but the continuity of the course as developed in a single period of work. As a matter of policy instructors include attendance as an important factor in determining the final grade in a subject. Consequently, an accumulation of absences from a class will adversely affect the semester grade. The College does not maintain a system of excused absences. A student absent without explanation for two consecutive

weeks is dropped from the official rolls and his reinstatement will be subject to the action of the Dean. For further information see: Probation, Suspension, Dismissal.

Probation: A regular student who is placed on probation will be limited to an enrollment of three-fourths of the normal load required for the curriculum which he is pursuing.

Any student who fails 40% of his work will be placed on probation. Any sophomore who fails to make a grade point average of 1 will be placed on probation; and UNSATISFACTORY ATTENDANCE and disciplinary reasons may result in probation.

It is understood that probation will be in effect for the next semester in attendance.

Suspension: A student who is suspended from the College may not re-enroll until after one semester, or more has elapsed.

If a student does not make sufficiently good grades to remove himself from probation during his probationary period, he will be suspended; any sophomore who fails 60% of his work will be suspended; and UNSATISFACTORY ATTENDANCE and disciplinary reasons may result in suspension.

Dismissal: A student will be permanently dismissed from the College when a second suspension is administered. Serious disciplinary reasons may also result in permanent dismissal from the College.

Requirements for Participation in School Activities: To be eligible for participation in contests for the College, students must be doing passing work in at least ten hours.

With the exception of first semester freshmen, to be eligible for participation in athletics, students must have passed in at least ten hours in the preceding semester in school.

Degrees and Diplomas: These are conferred at the close of the second semester of each school year.

To be eligible for graduation the student must complete the requirements of his curriculum and must have accumulated at least 60 hours of credit with an average of "M" (1 or 60 honor points) and two years of physical education. (See Scholastic Requirements, page 19.) First honors go to those graduates who have a 2.7 average or above; Second honors to those who have 2.4 to 2.7 and third honors to those who have 2 to 2.4 average. A two-year Elementary State Certificate, permitting the student to teach elementary or rural schools of Missouri, is also granted those students who complete the Special Teacher-Training Curriculum for the Elementary Level. The type of degree for each curriculum is listed with the information pertaining to that curriculum.

Changes in Programs: During the second week of each term a student may petition for a change in program in the Office of the Registrar. (See Fees for Change in Program.)

After the third week of a term no student with a grade of "F" may withdraw from a course and receive a "W" (withdrawal); a grade of "WF" (withdrawal, failing) will be recorded on the transcript.

From the fourth week through the sixth week students who are passing must have the permission of the Dean of the College for withdrawal from a course to receive a "W" (withdrawal).

If a student withdraws from a class after the sixth week and remains in school, a grade of "F" is recorded. If a student withdraws from school and is passing at the time of withdrawal, a "W" (withdrawal) is recorded; if the student is not passing, an "F" is recorded.

All changes must be recorded in the office and any irregularity in procedure may mean an "F" on the record of the student involved.

SECTION II

ARTS AND SCIENCE COURSES

All courses listed below are accepted toward the A. B. or B. S. degree and also are used in satisfaction of the requirements of those professional schools requiring two years of liberal arts work for admission. Courses in Applied Music and Art are accepted toward the A. B. or B. S. degree to the extent of eight hours, except Applied Music majors (see page 36).

Total number of hours offered in each subject is shown below:

English Composition	12 hours	Hygiene	2 hours
Foreign Language	55 hours	Art	12 hours
European History	15 hours	Music Theory	29 hours
American History	5 hours	Literature	13 hours
Algebra and Trigonometry	7 or 9 hours	Physics	20 hours
Biological Science	19 hours	Analytic Geometry	5 hours
Chemistry	23 hours	Calculus, Differential	
Speech	18 hours	and Integral	10 hours
Psychology (General,		Physical Education, required	4 hours
Educational and Applied)	9 hours	The Family	3 hours
Geography	3 hours	General Sociology	3 hours
Life and Literature of Old		Economics	5 hours
and New Testament	6 hours	Mechanical Drawing	6 hours
Elementary Logic	3 hours	Accounting	12 hours
State & Federal Government	5 hours	Plane Survey	4 hours
Slide Rule	1 hour	Library Science	2 hours
Engineering Problems	2 hours	General Science	5 hours
Business Law	3 hours	Architectural Drawing	2 hours
Solid Geometry	2 hours	International Relations	3 hours
Introduction to Philosophy	3 hours		

TERMINAL COURSES

Courses in this list are regarded as professional or technical in character and usually are not counted for credit toward a liberal arts degree. These courses are credited, however, in those divisions and curricula where such courses are acceptable.

Shorthand	12 hours	Teaching of Arithmetic	3 hours
Secretarial Procedures	3 hours	Public School Music	2 hours
Elementary School Organization		Band	0 hours
and Management	2 hours	Applied Music	after 8 hours
Observation and Practice		Plane Geometry	3 hours
Teaching in the Elementary		Vocational Shop Courses	All Hours Offered
School	3 hours	Teaching of Language Arts	3 hours
Children's Literature	2 hours	Teaching of Social Studies	3 hours
Survey of Journalism	1 hour	State Courses of Study	2 hours
Introduction to Business	3 hours	Business Communications	3 hours
Specialized Machines	3 hours	Salesmanship	3 hours
Technical Mathematics	5 hours	Retailing Principles and Practices	12 hours
Technical Science	5 hours	Cooperative Store Practice	4 hours
Play & Games	2 hours	Retailing Principles	3 hours
Business Arithmetic	3 hours	Merchandise Analysis, Textile	3 hours
Typewriting	12 hours	Advertising and Display	3 hours
Office Machines	6 hours		

ARTS AND SCIENCE CURRICULUM

Degree: Associate in Arts

1. Entrance Requirements:

The minimum requirements for regular admission to this curriculum in the College call for 15 units earned in an acceptable high school. To be admitted to the Arts and Science Curriculum at least 11 units must be in non-vocational subjects. The following units are required of registrants in Arts and Science:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit

2. Courses required for the Arts and Science Curriculum:

English I and II	6 semester hours
Fundamentals of Speech	2 semester hours
Algebra	3 semester hours

Courses distributed in fine arts, literature, and philosophy, with no more than six hours in any one of these three fields 10 semester hours

Courses distributed among economics, geography, history, and sociology, with no more than one course in any one department 5 semester hours

State and U. S. Government 5 semester hours

American History 5 semester hours

Biological or Physical Science (with laboratory) 5 semester hours

Electives in Arts and Science Courses 19 semester hours

Physical Education 2 years

Electives must be chosen from Arts and Science Courses and should include a foreign language.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester

English I	3 hrs.
Social Science or electives	3 or 5 hrs.
Electives in Fine Arts, Literature, Philosophy	3 hrs.
Fundamentals of Speech	5 or 2 hrs.
Electives (Arts and Sciences)	3 or 5 hrs.
Physical Education	Required

Second Semester

English II	3 hrs.
American History	5 hrs.
Electives in Fine Arts, Literature, Philosophy	5 or 3 hrs.
Algebra	3 or 5 hrs.
Physical Education	Required

SOPHOMORE YEAR

<i>First Semester</i>	<i>Second Semester</i>
Electives in Fine Arts,	Social Science _____ 3 or 5 hrs.
Literature, Philosophy _____ 3 hrs.	State Government 10 _____ 2 hrs.
Science _____ 5 hrs.	Electives (Arts and Sciences) _____ 9 hrs.
U. S. Government _____ 3 hrs.	Physical Education _____ Required
Electives (Arts and Sciences) _____ 5 hrs.	
Physical Education _____ Required	
	<u>16</u>
	<u>16</u>

4. Total of grades on courses required for Arts and Science must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-BUSINESS ADMINISTRATION CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

A total of 15 units from an acceptable high school including not more than 4 units in vocational subjects. The following units are required:

English _____	3 units
Mathematics _____	1 unit
Social Science _____	3 units
Natural Science _____	1 unit

2. Courses required in Pre-Business Administration Curriculum:

English I and II _____	6 semester hours
Algebra _____	3 or 5 semester hours
Economics _____	5 semester hours
Accounting _____	6 or 9 semester hours
American History _____	5 semester hours
State and United States Government _____	5 semester hours
Electives _____	25 semester hours
Physical Education _____	2 years

Suggested electives should be chosen from the following: Chemistry, Botany, Zoology, Mathematics, Literature, Speech, Sociology, Geography, Psychology, History, Logic, and International Relations.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Accounting 1	3 hours	Accounting 11	3 hours
Algebra 1	3 or 5 hours	American History 5	5 hours
Electives (Arts and Sciences)	7 or 5 hours	Electives (Arts and Sciences)	5 hours
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Accounting 12	3 hours	Economics 8	5 hours
U. S. Government 11	3 hours	State Government 10	2 hours
Electives (Arts and Sciences See Suggested Courses)	10 hours	Electives (Arts and Sciences See Suggested Courses)	9 hours
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

4. Total of grades on courses required for Pre-Business Administration must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-DENTAL CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit by examination or by certificate from an approved high school. These units must not include more than 4 units in vocational work and must include the following:

English	3 units
*Foreign Language (in 1 lang.)	2 units
Social Science	3 units
Algebra	1 $\frac{1}{2}$ units
Geometry	1 unit
Science	1 unit

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Pre-Dental Curriculum:

English I and II	6	semester hours
Algebra and Trigonometry	5	semester hours
Inorganic Chemistry	8	semester hours
Organic Chemistry	5	semester hours
Zoology	10	semester hours
Physics	8	semester hours
U. S. Government 11 and State Govern- ment 10 or American History 5	5	semester hours
*Foreign Language	15	semester hours
Electives	17 or 2	semester hours
Physical Education	2	years

*Foreign language is not required by all schools; therefore, the Joplin Junior College will not require foreign language if the particular school our candidate plans to attend does not require it. If foreign language is not taken the student must take American History.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
General Inorganic Chemistry 1	General Inorganic Chemistry 2
5 hours	3 hours
General Zoology 1	Anatomy and Physiology 5
5 hours	5 hours
Algebra and Trigonometry 3	State Government 10
5 hours	2 hours
Electives	*Foreign Language 1
1 hour	5 hours
Physical Education	or Electives
Required	6 hours
<u>16</u>	<u>Required</u>
	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Physics 1	Physics 2
5 hours	3 hours
English I	Organic Chemistry 5
3 hours	5 hours
*Foreign Language 2	English II
5 hours	3 hours
or Electives	*Foreign Language 3
8 hours	5 hours
Physical Education	or Electives
Required	2 hours
<u>16</u>	U. S. Government
	3 hours
	Physical Education
	Required
	<u>16</u>

*Courses so indicated are not required if the particular school our candidate plans to attend does not require them.

4. Total of grades on courses required for Pre-Dental Curriculum must average a grade of M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-ENGINEERING CURRICULUM

Degree: Associate in Science

1. Entrance requirements:

An applicant must present 15 units from an approved high school; not more than 4 units in vocational subjects will be accepted. The following units are required:

English	3 units
*Mathematics (Algebra $1\frac{1}{2}$; Plane Geometry 1; Solid Geometry $\frac{1}{2}$ or Trigonometry $\frac{1}{2}$)	3 units
Science with laboratory	1 unit
Social Science	3 units

*Students who are unable to offer the three units in Mathematics specified above and wish to enter the Pre-Engineering Curriculum may do so conditionally. This condition may be removed by earning additional credits (not to be applied toward graduation) in Plane Geometry and Solid Geometry. These two courses are offered during the year especially to aid students who have deficiencies. In no instance is any credit toward graduation allowed in these courses.

2. Courses required for Pre-Engineering Curriculum:

English I and II	6 semester hours
Algebra and Trigonometry	5 semester hours
Analytic Geometry	5 semester hours
Differential Calculus	5 semester hours
Integral Calculus	5 semester hours
General Inorganic Chemistry	8 semester hours
Qualitative Analysis	3 semester hours
*Quantitative Analysis	5 semester hours
Engineering Drawing	2 semester hours
Descriptive Geometry	2 semester hours
**Plane Surveying	2 semester hours
Physics	10 semester hours
U. S. Government 11 and State Government 10 or American History 5	5 semester hours

Suggested Electives: Engineering Problems, Engineering Drawing
3, Literature, Speech, Economics, Foreign Language.

*Required of students majoring in Chemical Engineering.

**Required of students majoring in Civil Engineering and used by others as an elective.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hrs.	English II	3 hrs.
Algebra and Trigonometry 3	5 hrs.	Analytic Geometry 4	5 hrs.
General Inorganic Chemistry 1	5 hrs.	General Inorganic Chemistry 2	3 hrs.
Engineering Drawing 1	2 hrs.	Descriptive Geometry 2	2 hrs.
Slide Rule 8	1 hr.	Plane Surveying 9	2 hrs.
Physical Education	Required	Electives	2 hrs.
		Physical Education	Required
	<u>16</u>		<u>17</u>

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Qualitative Analysis 3	3 hrs.	*Quantitative Analysis 4	5 hrs.
Differential Calculus 5	5 hrs.	Integral Calculus 6	5 hrs.
Physics 3	5 hrs.	Physics 4	5 hrs.
State Government	2 hrs.	U. S. Government	3 hrs.
Literature	3 hrs.	Physical Education	Required
Physical Education	Required		
	<u>18</u>		<u>18</u>

*Required of students majoring in Chemical Engineering. Others should elect Economics.

4. Specific grade requirements in the Pre-Engineering Curriculum are: A minimum grade of "M" in Algebra and Trigonometry-3, or Introductory Course in College Algebra-1 and Trigonometry-2; also, a minimum grade of "M" in Chemistry-1. A student, who makes a grade of "I" on any of the courses specified, must repeat the course with no credit being allowed and half the normal amount of honor points.

5. Total of grades on courses required of Pre-Engineering must average a grade of "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points and two years of physical education.

PRE-JOURNALISM CURRICULUM

Includes preparation for Editorial Curriculum, Advertising Curriculum, Publishing Curriculum, and non-technical Radio Curriculum.

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

Natural Science with laboratory	1 unit
English	3 units
Mathematics	2 units
Social Science	3 units
Foreign Language (or 2 units of either history or science)	2 units

2. Courses required for Pre-Journalism Curriculum:

English I and II	6 semester hours
Foreign Language (in 1 language)	15 semester hours
Biological Science or Physical Science	5 semester hours
Economics	5 semester hours
Algebra or Logic	3 semester hours
United States Government	3 semester hours
English Literature	6 semester hours
Sociology	3 semester hours
State Government	2 semester hours
American History	5 semester hours
Electives (from Arts and Science Courses)	7 semester hours
Physical Education	2 years

Suggested courses for electives: Speech, General Psychology, Introduction to Philosophy.

3. Suggested Order of Study:

FRESHMAN YEAR	
First Semester	Second Semester
English I	3 hours
Foreign Language 1 or Electives	5 hours
Algebra 1	3 or 5 hours
Electives (Arts and Sciences)	5 or 3 hours
Physical Education	Required
	16
	16

SOPHOMORE YEAR

First Semester	Second Semester
Foreign Language 2 or 3	5 hours
United States Government 11	3 hours
English Literature 11	3 hours
American History	5 hours
Physical Education	Required
	16
	16

4. Total of grades on courses required of Pre-Journalism Curriculum must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-LAW CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

English	3 units
Algebra	1 unit
Social Science	3 units
Natural Science	1 unit
*Foreign Language (in 1 language)	2 units

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Pre-Law Curriculum.

English I and II	6 semester hours
English Literature	6 semester hours
Algebra or Logic	3 semester hours
*Foreign Language (in 1 language)	15 semester hours
Biological Science or Physical Science	5 semester hours
State and United States Government	5 semester hours
Economics	5 semester hours
European History	3 semester hours
Accounting	6 semester hours
American History	5 semester hours
Electives	1 semester hour
Physical Education	2 years

*Students who present 2 units in the same language continued in college need take only the intermediate and one advanced course in that same language, or a total of 10 hours. Students with 2 units may not take the beginning course in the same language for college credit.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Foreign Language 1 or Science	5 hours	Foreign Language 1 or 2	5 hours
State Government	2 hours	Algebra 1	5 hours
American History	5 hours	European History	3 hours
Elective	1 hour	Physical Education	Required
Physical Education	Required		
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Foreign Language 2 or 3	5 hours	Foreign Language 3 or Science	5 hours
United States Government 11	3 hours	Economics 8	5 hours
Accounting 1 or 11	3 hours	Accounting 11 or 12	3 hours
Literature	3 hours	Literature	3 hours
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

4. Total of grades on courses required of Pre-Law Curriculum must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-MEDICAL CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units may be in vocational subjects and the following units must be included:

English	3 units
Algebra	1 $\frac{1}{2}$ units
Geometry	1 unit
Social Science	3 units
Science	1 unit
*Foreign Language (in 1 lang.)	2 units

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Pre-Medical Curriculum:

English I and II	6	semester hours
Algebra and Trigonometry	5	semester hours
*German, French or Spanish (in 1 language)	10-15	semester hours
General Inorganic Chemistry	10	semester hours
Chemical Analysis	3	semester hours
Zoology	10	semester hours
Physics	8	semester hours
U. S. Government 11 and State Govern- ment 10 or American History 5	5	semester hours
Physical Education	2	years

*Courses so indicated are not required if the particular school our candidates plan to attend does not require them.

Suggested courses for electives: English Literature, History, Sociology, Psychology, Botany.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
Inorganic Chemistry 1	5 hours	Inorganic Chemistry 2	5 hours
Zoology 1	5 hours	Foreign Language 1	5 hours
Algebra and Trigonometry 3	5 hours	Anatomy and Physiology	5 hours
Physical Education	Required	Physical Education	Required
	<u>15</u>		<u>15</u>

SOPHOMORE YEAR

First Semester		Second Semester	
Qualitative Analysis 3	3 hours	State and U. S. Government or American History	5 hours
Foreign Language 2	5 hours	Foreign Language 3	5 hours
Physics 1	5 hours	Physics 2	3 hours
English I	3 hours	English II	3 hours
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

4. Total grades in courses required for Pre-Medical Curriculum must average a grade of "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 grade points, and two years of physical education.

PRE-NURSING CURRICULUM

Degree: *Associate in Arts*

1. Entrance requirements:

An applicant must present 15 units of credit by examination or by certificate from an approved high school and must include the following required units:

English	3 units
*Foreign Language (in 1 language)	2 units
Social Science	3 units
Algebra	1 unit
Natural Science	1 unit

*Two units of either history or science may be offered as a substitute for the language units. One unit in Chemistry and Biology is strongly recommended. One in physics and one in typewriting will be found useful. The remaining units may be in various subjects, but not more than 4 will be accepted in vocational subjects.

2. Courses required for Pre-Nursing Curriculum:

English I and II	6 semester hours
Chemistry	10 semester hours
Zoology	10 semester hours
European History	6 semester hours
Philosophy (or Logic)	3 semester hours
Sociology	3 semester hours
Speech	2 semester hours
Psychology	6 semester hours
French or German	10-15 semester hours
U. S. Government 11 and State Government 10 or American History 5	5 semester hours
Physical Education	2 years

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hours	English II	3 hours
Inorganic Chemistry 1	5 hours	Inorganic Chemistry 2	5 hours
General Psychology 1	3 hours	Educational Psychology 2	3 hours
Foreign Language 1 or Sociology 1	5 hours	Foreign Language 1 or 2	5 hours
and State Government 10	2 hours	Physical Education	Required
Physical Education	Required		

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Zoology 1	5 hours	Zoology 2	5 hours
European History 3	3 hours	European History 4	3 hours
Logic 1	3 hours	Foreign Language 3	5 hours
*Foreign Language 2 or 3	5 hours	or Sociology 1	3 hours
or U. S. Govt. and Electives		and State Government 10	2 hours
Physical Education	Required	Electives	1 hour
		Physical Education	Required
	<u>16</u>		<u>16</u>

*If required by particular school student plans to attend.

4. Total of grades required for Pre-Nursing Curriculum must average a grade of "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points and two years of physical education.

PRE-SOCIAL WORK CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

English	3 units
Mathematics	1 unit
Social Science	3 units
Natural Science	1 unit

2. Courses required for Pre-Social Work Curriculum:

English I and II	6 semester hours
Fundamentals of Speech 5	2 semester hours
Literature 3, 4 or 11, 12	4 semester hours
Foreign Language (in same language)	15 semester hours
General Botany 2 or Zoology 1	5 semester hours
Economics 8	5 semester hours
United States Government 11	3 semester hours
State Government 10	2 semester hours
Psychology 1	3-6 semester hours
Sociology 1	6 semester hours
American History	5 semester hours
Electives in Arts and Science Courses	4 semester hours
Physical Education	2 years

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hours	English II	3 hours
Foreign Language 1 or Science	5 hours	Foreign Language 1 or 2	5 hours
Sociology 1	3 hours	Sociology 2	3 hours
American History	5 hours	United States Government 11	3 hours
Physical Education	Required	Fundamentals of Speech	2 hours
	<u>16</u>	Physical Education	<u>Required</u>
			<u>16</u>

SOPHOMORE YEAR

First Semester		Second Semester	
Foreign Language 2 or 3	5 hours	Foreign Language or Science	5 hours
Literature 3 or 11	2-3 hours	Economics 8	5 hours
Psychology 1	3 hours	Literature 4 or 12	2-3 hours
State Government 10	2 hours	Electives	3 hours
Electives	2 hours	Physical Education	Required
Physical Education	<u>Required</u>		<u>16</u>
	<u>16</u>		

4. Total of grades on courses required of Pre-Social Work Curriculum must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and 2 years of physical education.

APPLIED MUSIC CURRICULUM

Degree: *Associate in Music*

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

English	3 units
Mathematics	1 unit
Social Science	3 units
Natural Science	1 unit

2. Courses required in Applied Music Curriculum:

English I and II	6 semester hours
Literature	6 semester hours
Foreign Language (French or German)	10 semester hours
Speech Fundamentals	2 semester hours

Ear Training & Sight-Singing	6 semester hours
Harmony	10 semester hours
History of Music	6 semester hours
Applied Music (major field)	8 semester hours
Applied Music (minor field)	4 semester hours
U. S. Government 11 and State Government 10 or American History 5	5 semester hours
Physical Education	2 years

3. General Information:

1. Applied Music: Private instruction may be arranged for piano, organ, voice and most orchestral instruments. Two hours credit per semester may be granted for major study (one hour lesson period per week), and one hour credit for minor study (30-minute lesson period per week), upon the recommendation of the faculty member. The term, major field, refers to the field of specialization, such as piano or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

2. Ensembles: Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in vocal and instrumental ensembles.

3. Theory: It is for the best interests of the student to take Ear Training and Sight-Singing and Harmony concurrently, since these are closely correlated and each provides application for the other.

4. Suggested Order of Study:

FRESHMAN YEAR	
First Semester	Second Semester
English I	3 hours
Ear Training 21	2 hours
Harmony 23	3 hours
Foreign Language 1, 2, or	
U. S. Government 11 and	
Fundamentals of Speech 5	5 hours
Major Instrument 112	2 hours
*Minor Instrument 111	1 hour
Physical Education	Required

SOPHOMORE YEAR

<i>First Semester</i>	<i>Second Semester</i>	
Foreign Language 2 or 3 _____	Literature 12 _____	3 hours
or	Ear Training 32 _____	1 hour
U. S. Government 11, Minor Instrument 211, and Elective.	Harmony 34 _____	2 hours
Literature 11 _____	Music History 36 _____	3 hours
Ear Training 31 _____	Major Instrument 222 _____	2 hours
Harmony 33 _____	*Minor Instrument 221 _____	1 hour
Music History 35 _____	Fundamentals of Speech 5 _____	2 hours
Major Instrument 212 _____	State Government 10 _____	2 hours
Physical Education _____	Physical Education _____	Required
	<u>16</u>	<u>16</u>

*See 1 under 3. General Information, page 37.

5. Total of grades on courses for Applied Music Curriculum must average an "M". A candidate must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

TEACHER-TRAINING CURRICULUM FOR ELEMENTARY LEVEL

Curriculum leading to Two-Year Elementary State Certificate and an Associate in Arts Degree from the College.

1. Entrance requirements:

A total of 15 units from an approved high school must be presented. Not more than 4 vocational units will be accepted and the following units are required:

English _____	3 units
Mathematics _____	1 unit
Social Science _____	3 units
Natural Science _____	1 unit

2. Requirements for Two-Year Elementary Certificate, as published by the State Department of Education in 1949 (Requirements for 5-Year Elementary Certificate are shown to guide selection of electives).

REQUIREMENTS FOR ELEMENTARY CERTIFICATES

		Semester Hours	
		2-year	5-year
	Certificate	Certificate	
Language Arts:			
Composition, Rhetoric, and Grammar	5	5	
Children's Literature	2	2	
Excess or other English credits	0	3	
Social Studies:			
American History	5	5	
United States and State Government	2	2	
Geography	2	2	
Excess or other Social Studies credits	0	3	
Mathematics:			
Arithmetic for Teachers	2	2	
Science:			
Science	5	8	
Art and Music:			
Art for Elementary School	2	2	
Music for Elementary Schools	2	2	
Excess or other Art and Music credits	2	4	
Health and Physical Education:			
Health or Hygiene	2	2	
Physical Education for Elementary Schools	2	2	
Education:			
Educational Psychology	2	2	
Elementary School Organization and Management	2	2	
Technique of Elementary Teaching	2	0	
General Technique of Elementary Teaching	0	2	
Supervised Practice Teaching	2	0	
Special Technique as applied to one or more Elementary subjects	0	2	
History of Education or Philosophy of Education	0	2	
Supervised Student Teaching	0	5	
Excess or other Education credits	2	3	
Electives	17	58	
Grand Total Required Credits	60	120	

3. Courses required for this Teacher-Training Curriculum for Elementary Level:

English I and II	6 semester hours
Children's Literature 13	2 semester hours
American History 5	5 semester hours
United States Government 11	3 semester hours
State Government 10	2 semester hours
Geography 1	3 semester hours
Botany, Zoology, Chemistry, or General Science	5 semester hours
Hygiene 3	2 semester hours
Public School Music 5	2 semester hours
Art Survey 1a	2 semester hours
Elective in Art or Music	2 semester hours
Play and Games 1	2 semester hours
Educational Psychology 2	3 semester hours
Elementary School Organization & Mgt. 5	3 semester hours
Technique of Elementary Teaching 11	3 semester hours
Arithmetic for Teachers 12	2 semester hours
Practice Teaching	3 semester hours
Electives	8 semester hours
Physical Education	2 years

4. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English I	3 hrs.
Organization and Management 5	2 hrs.
Public School Music 5	2 hrs.
Art Survey 1a	2 hrs.
Science or American History 5	5 hrs.
Elective	2 hrs.
Physical Education	Required
	16

SOPHOMORE YEAR

First Semester	Second Semester
Technique of Elementary Teaching 11	3 hrs.
United States Government 11	3 hrs.
Hygiene 3	2 hrs.
Geography 1	3 hrs.
Electives	5 hrs.
Physical Education	Required
	16

*A science and American History must be completed during the freshman year. If a science is chosen for the first semester, American History should be taken the second semester or vice versa.

5. Total of grades on courses required for Teacher-Training Curriculum for Elementary Teachers must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

TEACHER-TRAINING CURRICULUM FOR ELEMENTARY TEACHERS WHO PLAN TO FINISH FOUR YEARS OF COLLEGE WORK BEFORE ENTERING THE TEACHING FIELD.

Degree: Associate in Arts

1. A total of 15 units, with an average of "M", from an approved high school must be presented. Not more than 4 units of vocational work will be accepted and the following units should be included:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit

2. Courses required for Teacher-Training Curriculum for Elementary Level:

English I and II	6 semester hours
English Literature	3 semester hours
American History	5 semester hours
United States Government	3 semester hours
State Government	2 semester hours
Elective in Social Science	2 semester hours
Mathematics (unless 3 high school units are presented for admission)	3 semester hours
Biological Science (Botany or Zoology)	5 semester hours
Physical Science (Chemistry 1 or Physics 1)	5 semester hours
Fine Arts	5 semester hours
Hygiene	2 semester hours
Electives	24-20 semester hours
Physical Education	2 years

Suggested electives: Some electives should be chosen from Psychology, Sociology, Social Science, Fine Arts and your major subject and minor subject. For Fine Arts Courses see page 56.

3. Suggested Order of Study:

FRESHMAN YEAR			
First Semester		Second Semester	
English I	3 hrs.	English II	3 hrs.
*American History 5 or Zoology 1	5 hrs.	Elective in Social Science	2 hrs.
Fine Arts Electives	2 hrs.	*Botany 1 or American History 5	5 hrs.
Physical Education	Required	Fine Arts Elective	3 hrs.
		Electives	2 or 3 hrs.
		Physical Education	Required
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR			
First Semester		Second Semester	
English Literature 11	3 hrs.	State Government 10	2 hrs.
United States Government 11	3 hrs.	Physical Science	5 hrs.
Mathematics	3 hrs.	Electives	9 hrs.
Hygiene 3	2 hrs.	Physical Education	Required
Electives	5 hrs.		
Physical Education	Required		
	<u>16</u>		<u>16</u>

*If Zoology is chosen the first term, then American History 5 should be completed the next term or vice versa.

4. Total of grades on courses required for Teacher-Training Curriculum for Elementary Teachers must average an "M". A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

TEACHER-TRAINING CURRICULUM FOR SECONDARY LEVEL

Degree: Associate in Arts

1. Entrance requirements:

A total of 15 units from an approved high school must be presented. Not more than 4 vocational units will be accepted and the following units are required:

English	3 units
Algebra	1 unit
Social Science	3 units
Natural Science	1 unit
*Foreign Language (in 1 lang.)	2 units

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Teacher Training for Secondary Level:

These requirements depend entirely upon what the student chooses as his major and minor subjects. In order to be sure a student is choosing his courses in the most advantageous way, the entire four-year curriculum is listed below. A student may take his first two years in the Joplin Junior College, working off most of his general requirements, and half of the number of hours for both the major and minors. To be eligible for graduation from Joplin Junior College the student must complete in full numbers 3 and 4 of the general requirements and enough hours from his major and minor subjects to total at least 60 semester hours.

Specific State Requirements for High School Teachers in Different Teaching Fields:**Secondary Teachers**

Junior high-school teachers must meet the same standards as senior high-school or four-year high-school teachers. All hour requirements are stated in terms of semester hours. The academic standards and the standards for approval in special teaching fields have been formulated in terms of the patterns for the secondary-school curriculum.

General Requirements

1. A baccalaureate degree from an accredited college or university.
2. Completion of sufficient college work in two subject-matter fields to meet the standards for certification and approval for a teacher in a first-class high school.
3. A total of twenty-five hours of college work which may be selected from a minimum of three of the following fields: English composition, literature, social studies, mathematics, natural sciences, foreign languages, and U. S. and state government.
4. Two years of college work in general physical education and health.

Professional Requirements

Not less than eighteen hours, and it is strongly recommended not more than thirty hours, of undergraduate work in professional education courses including a course in each of the following:

Group One—Orientation

1. Educational psychology
2. A general orientation course, such as history or philosophy of education.

Group Two—Methods

1. General techniques or methods in high-school teaching
2. Special techniques in one teaching field

3. A general administration course for teachers

Group Three—Teaching

1. Student or apprentice teaching (5 hours)

Special Requirements for Teachers in First-Class High Schools

1. Language Arts

a. English

Including at least 5 hours in composition, 5 hours in English literature, 5 hours in American literature, and 2 hours in speech.

b. School Publications

Twenty-four hours in English with at least 5 hours of college work in school publications (not more than 5 hours in school publications may be counted as a part of the total of 24 hours required to teach English).

c. Speech

Twenty-four hours in English with at least 10 hours in speech including fundamentals, public speaking, and oral interpretation (not more than 5 hours of speech may be counted in meeting the 24 hours required to teach English).

d. Foreign Languages

Twenty hours in each language taught.

2. Social Studies

All teachers of social studies must have at least twenty-four hours in this area including at least one course each in American history, European history, economics, government, and sociology. Teachers of American history and world history must have at least $7\frac{1}{2}$ hours in each of these subjects taught, and teachers of economics, sociology, and government must have at least 5 hours in each of these subjects taught.

Teachers of geography must have five hours in geography which may be counted as a part of the twenty-four hours required.

3. Mathematics

15 hours

4. Natural Science

24 hours

Including at least 15 hours in each science taught; provided that teachers of general science and advanced physical science shall have at least 5 hours of work each in chemistry, physics, and biology, or 10 hours in college general science as a part of the total of 24 hours required in science.

5. Fine Arts

a. Music

(1) Full-time teachers

24 hours

(2) Part-time teachers

15 hours

Including conducting, history or appreciation, and sight singing or ear training.

b. Art

(1) Full-time teachers 24 hours
(2) Part-time teachers 15 hours

c. Dramatics

Twenty-four hours in English, with at least 5 hours of work in dramatics.

d. Literature 10 hours

Twenty-four hours in English with at least 5 hours of work in American literature and 5 hours in English literature as outlined for English teachers.

6. Practical Arts

a. Home Economics

(1) Vocational to be approved by state supervisor
(2) General
Full-time teachers 24 hours
Part-time teachers 15 hours
Including work in home management, food, clothing, and nutrition.

b. Agriculture

(1) Vocational to be approved by state supervisor
(2) General
Full-time 24 hours
Part-time 15 hours
General agricultural teachers shall have such college courses as gardening, landscaping, poultry, dairying, and agricultural economics.

c. Commerce

(1) Full-time teachers 24 hours
(2) Part-time teachers 15 hours
Including at least $7\frac{1}{2}$ hours of work at the college level in the subject taught for teachers of shorthand, typewriting, or bookkeeping; the first 5 hours of this requirement may be met by passing satisfactorily a proficiency examination in the subject taught, the examination to be administered by an accredited college or university that offers a teacher-training program in business education including the subject in which the examination is given. The teacher of business law shall have at least 5 hours in this subject. Teachers of other business subjects shall have at least 15 hours of work distributed over the field of business, exclusive of shorthand and typewriting. Qualified teachers of English and mathematics

may be approved to teach business English and business arithmetic respectively.

d. Industrial Arts

(1) Vocational _____ to be approved by state supervisor
 (2) General
 Full-time teachers _____ 24 hours
 Part-time teachers _____ 15 hours
 Including at least six hours of college work in each subject taught.

7. Health and Physical Education

a. Full-time teachers _____ 24 hours
 b. Part-time teachers _____ 15 hours
 Including work in health, physiology, physical activities, and recreation.

8. Librarians

a. Full-time librarians _____ 24 hours in library science
 b. Part-time librarians _____ 7 hours in library science

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester

English I	3 hrs.
Mathematics or Science	5 hrs.
Electives (major or minors suggested)	8 hrs.
Physical Education	Required

16

Second Semester

English II	3 hrs.
Social Science or *Foreign Language 1	5 hrs.
Electives (major or minors suggested)	8 hrs.
Physical Education	Required

16

SOPHOMORE YEAR

First Semester

*Foreign Language 2 or Electives	5 hrs.
Literature or Social Science	3 hrs.
State Government 10	2 hrs.
Electives (major or minors suggested)	6 hrs.
Physical Education	Required

16

Second Semester

Literature or Speech	3 hrs.
Social Science or Science	3 hrs.
U. S. Government 11	3 hrs.
Electives (major or minors suggested)	7 hrs.
Physical Education	Required

16

*If Foreign Language is chosen; at least two semesters in the same language must be completed.

4. Total of grades on courses required for Teacher-Training Curriculum for Secondary Teachers must average an "M". A candidate for a degree from this department must have a total of at least 60 semetser hours, 60 honor points, and two years of physical education.

DISTRIBUTIVE EDUCATION CURRICULUM

Degree: *Associate in Business*

1. Entrance requirements:

A total of 15 units from an approved high school must be presented and must include the following:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit

2. Courses required for Distributive Education Curriculum:

English I	3 semester hours
Business Communications	3 semester hours
General Psychology	3 semester hours
Speech	5 semester hours
Elementary Logic or General Sociology	3 semester hours
Introduction to Business	3 semester hours
U. S. Government 11 and State Government 10 or American History 5	5 semester hours
Business Law	3 semester hours
Business Arithmetic	3 semester hours
Salesmanship	3 semester hours
Retailing Practices and Conferences	12 semester hours
Cooperative Store Practice	4 semester hours
Merchandise Analysis (Textile)	3 semester hours
Retailing Principles	3 semester hours
Advertising and Display	3 semester hours
Electives	5 semester hours
Physical Education	2 years

Suggested Electives: English II, Typewriting, Accounting.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hrs.	Salesmanship 22	3 hrs.
Retailing Principles 21	3 hrs.	General Psychology	3 hrs.
Introduction to Business	3 hrs.	American History	5 hrs.
Retailing Practices and Conferences 27	3 hrs.	Retailing Practices and Conferences 28	3 hrs.
Cooperative Store Practice 27	1 hr.	Cooperative Store Practice 28	1 hr.
Business Arithmetic 7	3 hrs.	Electives	1 hr.
Physical Education	Required	Physical Education	Required

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Advertising and Display 25	3 hrs.	Merchandise Analysis (Textile) 26	3 hrs.
Fundamentals of Speech	2 hrs.	Business Communications 2	3 hrs.
Elementary Logic, or General Sociology	3 hrs.	Business Law 30	3 hrs.
Retailing Practices and Conferences 37	3 hrs.	Retailing Practices and Conferences 38	3 hrs.
Cooperative Store Practice 37	1 hr.	Cooperative Store Practice 38	1 hr.
Electives	4 hrs.	Public Speaking	3 hrs.
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

GENERAL BUSINESS CURRICULUM

Degree: *Associate in Business*

Part A

1. Entrance requirements:

A total of 15 units from an approved high school must be presented and must include the following:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit

2. Courses required in Secretarial Curriculum A which is designed for those who have had some training in the business field:

English I	3 semester hours
Business Communications	3 semester hours
*Shorthand	6 to 9 semester hours
Typing	9 semester hours
*Accounting	9-12 semester hours
Office Machines	5-9 semester hours
Secretarial Procedures	3 semester hours
Business Arithmetic	3 semester hours
Introduction to Business	3 semester hours
Business Law	3 semester hours
U. S. Government 11 and State Government 10 or American History 5	5 semester hours
Electives	4-8 semester hours
Physical Education	2 years

*A student may choose Shorthand or Accounting or both.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Introduction to Business 24	3 hrs.	Business Communications 2	3 hrs.
English I	3 hrs.	*Shorthand 4	3 hrs.
Accounting 1 (at least one course required)	3 hrs.	*Accounting 11	3 hrs.
Business Arithmetic 7	3 hrs.	Typewriting 6	3 hrs.
Office Machines 20	3 hrs.	Office Machines 35	1, 2, 3 hrs.
Elective	1 hr.	Electives	1-3 hrs.
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
*Shorthand 13	3 hrs.	*Shorthand 33	3 hrs.
Typewriting 15	3 hrs.	*Accounting 23	3 hrs.
*Accounting 12	3 hrs.	Typewriting 16	3 hrs.
Specialized Machines 36 or electives	1, 2, or 3 hrs.	Business Law 30	3 hrs.
U. S. Government 11	3 hrs.	State Government 10	2 hrs.
Electives	4, 5, 6 or 7 hrs.	Secretarial Procedures 21	3 hrs.
Physical Education	Required	Electives	1 hr.
	<u>16</u>	Physical Education	Required
			<u>16</u>

*A student may choose between Shorthand and Accounting or may complete both, if he desires. If only one subject is chosen, a student may have other electives.

4. A total of grades in courses required of Secretarial Curriculum A must average an "M". A candidate for a degree in this field must present at least 60 semester hours and 60 honor points, two years of physical education, and must pass a 140-word shorthand test and a 70-word typewriting test.

Part B

1. Entrance requirements :

A total of 15 units from an approved high school must be presented and must include the following:

English	3 units
Mathematics	1 unit
Science	1 unit
Social Science	3 units

2. Courses required in Secretarial Curriculum B which is designed for those who have had no training in the business field:

English I	3 semester hours
Business Communications	3 semester hours

*Shorthand	12 semester hours
Typewriting	9 to 12 semester hours
*Accounting	9-12 semester hours
Office Machines	5-9 semester hours
Secretarial Procedures	3 semester hours
Business Arithmetic	3 semester hours
Introduction to Business	3 semester hours
Business Law	3 semester hours
U. S. Government 11 and State Government 10 or American History 5	5 semester hours
Electives	2 semester hours
Physical Education	2 years

*A student may choose Shorthand or Accounting or both.

Note: Electives in both curricula should include: General Psychology, fundamentals of speech, literature, geography, economics, and a science.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English I	Business Communications 2
*Shorthand 3	3 hrs. 3 hrs.
Accounting 1 (at least one course required)	*Shorthand 4
Typewriting 5	3 hrs. 3 hrs.
Business Arithmetic 7	*Accounting 11
Elective	Typewriting 6
Physical Education	Office Machines 20
	Elective
	Physical Education
	Required
	<u>16</u>
	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
*Shorthand 13	U. S. Government 11
Typewriting 15	3 hrs. 3 hrs.
*Accounting 12	Typewriting 16
Introduction to Business 24	*Accounting 23 or Shorthand 33
Office Machines 35	Business Law 30
State Government 10	Secretarial Procedures 21
Physical Education	Elective
	Physical Education
	Required
	<u>16</u>
	<u>16</u>

*A student may choose between Shorthand and Accounting or may complete both, if he desires. If only one subject is chosen, a student may have other electives.

4. A total of grades in courses required of Secretarial Curriculum B must average an "M". A candidate for a degree in this field must present at least 60 semester hours, 60 honor points, and two years of physical education.

GENERAL CULTURE CURRICULUM

Degree: Diploma

1. Entrance requirements:

A total of 15 units from an acceptable high school must be presented.

2. Courses required for the General Culture Curriculum:

American History	5	semester hours
English I and II	6	semester hours
United States Government 11	3	semester hours
State Government 10	2	semester hours
Electives	50	semester hours
Physical Education	2	years

3. Students who have not chosen a definite vocation or who do not lend themselves to guidance are asked to meet these requirements.

4. Total of grades on courses for General Culture Curriculum must average an "M". A candidate for a diploma from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

VOCATIONAL SHOPS CURRICULUM

Degree: Diploma

1. Entrance requirements:

An acceptable high school transcript must be presented.

2. Courses required for Vocational Shops Curriculum:

English I	3	semester hours
Business Communications 2	3	semester hours
Technical Mathematics 12	5	semester hours
Technical Science 5	5	semester hours
Engineering Drawing 1	2	semester hours
General Sociology 1	3	semester hours
State and U. S. Government 10, 11 or American History 5	5	semester hours
Electives	1	semester hours
Shops (one-half of each day 8 hours per semester)	32	semester hours

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	Business Communications 2	3 hours
Technical Mathematics 12	5 hours	Technical Science 5	5 hours
Shop (one-half of each day)	8 hours	Shop (one-half of each day)	8 hours
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
General Sociology	3 hours	*U. S. Government 11	3 hours
Engineering Drawing 1	2 hours	*American History	5 hours
*State Government	2 hours	Shop (one-half of each day)	8 hours
Shop (one-half of each day)	8 hours		
Elective	1 hour		
	<u>16</u>		<u>16</u>

*American History, 5 hours, or State and U. S. Government 10 and 11, 5 hours, will meet the requirement. Other electives may be selected.

4. Total of grades on courses required for Vocational Shops Curriculum must average an "M." A candidate for a diploma from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

SECTION III

COMMERCE

1. GENERAL BUSINESS

Accounting 1 (f and w). Fundamental principles as applied to modern business practice, including theory of debits and credits, journals, ledgers, balance sheets, and profit and loss statements. 3 hours.

Accounting 11 (f and w). Prerequisite, Accounting 1, or high school bookkeeping, or special permission of instructor. A study of various subjects, such as payrolls, insurance, depreciation, branch accounting, partnerships, and corporations. 3 hours.

Accounting 12 (f and w). Prerequisite, Accounting 11. Application of accounting principles to manufacturing statements, cost accounting, valuation accounts, and other special topics. 3 hours.

Accounting 23 (w). Prerequisite, Accounting 12 or special permission of instructor. An advanced course in the study of appraisals, investments, inventories, valuation procedures, surplus, and comparative statements. 3 hours.

Business Communications 2 (w). Prerequisite, English Composition and Rhetoric 1. General principles of effective business letters, including the writing of various types of letters; application, adjustment, credit, collection and others. 3 hours.

Business Arithmetic 7 (f). A review of the fundamental processes of arithmetic as applied to integers, fractions, and decimals, and their uses in percentage, interest, and simple business forms. 3 hours.

Economics 8 (f and w). (See under *Social Sciences*.)

Retailing Principles (f). An analysis of the development and scope of modern merchandising in retail businesses; the importance of store location and layout; the principles and policies of store organization; and the problems involved in buying, invoice procedures, and inventory methods. Other phases of the course include store expense, customer service, credit, insurance, sales, and promotion. 3 hours.

Introduction to Salesmanship 22 (w). An analysis of the techniques of personal, retail, and general selling. Selecting sales appeals, planning the approach, and the methods of effecting a favorable response. The objectives of the course are to develop skill in personal persuasion and to provide an introduction to modern selling activity. 3 hours.

Introduction to Business 24 (f). A study of the function, means of financing, and methods of controlling and managing a business. It affords assistance in choosing an area for specialization and provides a background for more specialized courses that follow. 3 hours.

Advertising and Display 25 (f). A study of the general principles of advertising, with special emphasis upon its use by retail organizations, including mediums employed, sales promotion, layout construction, and copy writing. Principles of interior and window display for retail stores. 3 hours.

Textile Merchandise Analysis 26 (w). An analysis of the various fabrics from the salesman's point of view. An examination of fabrics from the standpoint of color, wearability, quality tests, and strength. 3 hours.

Cooperative Store Practice 27, 28, 37, 38 (f and w). Local merchants and the school cooperate with students in supervised work in local stores in order to gain practical experience in retailing. At least fifteen hours per week of supervised employment is required. Concurrent with this course is Retailing Practices and Conferences. 1 hour.

Retailing Practices and Conferences 27, 28, 37, and 38. Individual instruction, using specific assignment sheets, for the particular duties of the trainee at the moment in the type business he is learning as his life's work, enabling greater efficiency on present tasks and preparation for the next tasks to be learned on the job. 12 hours.

Business Law 30 (w). Prerequisite, sophomore standing except for terminal students. Study of common rules and legal principles used in business procedure. This includes a study of partnerships, corporations, contracts, negotiable instruments, agency, bailments, insurance, and sales as applied to business, and cases involving these subjects. 3 hours.

2. SECRETARIAL

Shorthand 3 (f and s). Beginning Shorthand. A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school, except by permission of the instructor. Typewriting should precede or parallel the course. 3 hours.

Shorthand 4 (w). Intermediate Shorthand, Prerequisite, Shorthand 3 or any course in which the theory has been completed. This is a dictation course, with a review of theory, and special attention given to developing efficient transcription procedures. Dictation will range from 60 to 100 words per minute, depending upon the ability of the students. The minimum speed requirement is 80 words per minute with 95% accuracy. 3 hours.

Shorthand 13 (f). Advanced Shorthand. Prerequisite, Shorthand 4 or the ability to take dictation at 80 words per minute. The emphasis in this course is to develop accuracy in transcription as well as to increase the rate of transcription. Dictation will range from 80 to 140 words per minute. The minimum requirement is 100 words per minute with 95% accuracy. 3 hours.

Shorthand 33 (w). Advanced Shorthand. Prerequisite, Shorthand 13 or the ability to take dictation at 100 words per minute. This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription, and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement is dictation at 120 words per minute and to produce mailable letters. 3 hours.

Typewriting 5 (f and s). Beginning Typewriting. The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon the completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and simple tabulations. 3 hours.

Typewriting 6 (w). Intermediate Typewriting. Prerequisite, Typewriting 5 or a good knowledge of the keyboard. This is primarily a letter writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscripts and tabulations are also studied. Minimum requirement for passing is the ability to type 40 words per minute for ten minutes within the 5 error limit. 3 hours.

Typewriting 15 (f). Advanced Typewriting. Prerequisite, Typewriting 6 or the ability to write 40 words per minute for ten minutes and a knowledge of letter writing. Production of mailable letters, manuscripts, reports, addressing envelopes, etc., is emphasized. Complicated manuscripts, business reports, tabulations, form letters, and efficient use of multiple carbons are some of the materials which are studied. Minimum requirement for passing is the ability to write 50 words per minute for ten minutes within the 5 error limit. Fifteen minute writings are introduced. 3 hours.

Typewriting 16 (w). Advanced Typewriting. Prerequisite, Typewriting 15 or the ability to write 50 words per minute for ten minutes. Legal typing is introduced, and business forms are the chief emphasis in this course. Fifteen minute timings are stressed. The use of office typing projects to accustom the student to office procedure is introduced the last part of the semester. Minimum passing requirement is 60 words per minute within the 5 error limit. 3 hours.

Secretarial Procedures 21 (w). Business ethics, secretarial duties common to all lines of business, such as, handling mail, meeting callers, and using the telephone, etc. The student receives instructions in the use of present day filing systems and their application to the various types of business. 3 hours.

Office Machines 20 (f or w). Prerequisite, Typewriting. A laboratory course in the operation of spirit and stencil duplicators; Ediphone transcribing machine; Comptometer; and calculator. 3 hours.

Office Machines 35 (f and w). Prerequisite, Office Machines, 20. A laboratory course continuing the work as set up for Office Machines 20, plus work on the posting and billing machines. 2 or 3 hours.

Office Machines 36 (f or w). Prerequisite, permission of the instructor. Intensive practice in the use of any available machine (or machines) to meet the need of the student in some particular situation. 1, 2, or 3 hours.

EDUCATION

Educational Psychology 2 (w). Application of methods and results of experimental psychology to the learning situation in elementary schools. 3 hours.

Elementary Organization and Management 5 (f). Major problems of organization and management of both materials and people, from the rural and elementary school point of view. 2 hours.

Technique of Teaching in Elementary Schools 11 (f). Prerequisite, Educational Psychology 2. A study of current principles and practices relating to the instructional activities of the elementary classroom teacher. 3 hours.

Teaching of Arithmetic in Elementary School 13 (f or w). Prerequisite, Educational Psychology 2. Review of arithmetic, followed by study of methods of teaching to elementary pupils. 2 hours.

Arithmetic for Teachers 12 (w). A review of subject matter content in arithmetic in elementary schools together with modern techniques in presentation to elementary pupils. 2 hours.

Children's Literature 13 (see under ENGLISH).

Teaching of Language Arts in Elementary School 14 (f or w). Prerequisite, Educational Psychology 2. This course may be broken down into reading, spelling, or language according to the needs of students and judgment of teacher. 3 hours.

Teaching of Social Studies in Elementary School 15 (f or w). Prerequisite, Educational Psychology 2. This course pertains to problems, methods and materials in the social studies area. 2 hours.

Observation and Practice Teaching in the Elementary School 16 (w). Prerequisite, Educational Psychology 2 and a Method Course. Includes practice in schools of Joplin and Jasper County. 3 hours.

FINE ARTS

1. ARTS

Art Survey 1 (f and s). Study of history, materials and methods of creative art. 3 hours.

Art Survey 1a (f and s). Study of history, materials and methods of creative art as used by elementary teachers. 2 or 3 hours.

Art Composition 2 (w and s). Prerequisite, Art Survey 1. Elementary training in drawing and color in relation to composition. 3 hours.

Art Composition 3 (f). Prerequisite, Art Composition 2. Study of pictorial organization. 3 hours.

Art Composition 4 (w). Prerequisite, Art Composition 3. Creative Art. 3 hours.

2. MUSIC

Introduction to Music 1 (f or w). Musical terminology and fundamentals of notation. Designed for the student desiring a background for listening. Not for music majors. Two periods per week. 2 hours.

Public School Music 5 (f or w). A survey of music in the American Schools, with emphasis on the techniques employed in the elementary grades. Recommended for music and education majors who may be asked to assist in grade school music. Two periods per week. 2 hours.

Music Masterpieces 10 (f). Designed to enable one to understand music and its development. Study of selected masterpieces and their composers. Open to all students. Music majors may enroll for elective credit only. Two periods per week. 1 hour.

Music Masterpieces 11 (w). Continuation of course 10, which is not prerequisite, however. Two periods per week. 1 hour.

Ear Training and Sight-Singing, Elementary 21 (f). Includes simple melodic, harmonic and rhythmic dictation with sight-singing. This and Harmony 23 should be taken concurrently. Three periods per week. 2 hours.

Ear-Training and Sight-Singing, 22 (w). Continuation of course 21. This and Harmony 24 should be taken concurrently. Three periods per week. 2 hours.

Elementary Harmony 23 (f). Harmonization of melodies and basses with the triads and their inversions. This and Ear Training 21 should be taken concurrently. Three periods per week. 3 hours.

Elementary Harmony 24 (w). Continuation of course 23. This and Ear Training 22 should be taken concurrently. Seventh chords and their inversions. Three periods per week. 3 hours.

Ear Training and Sight-Singing, Advanced 31 (f). Work of more advanced nature in harmonic dictation, aural perception, and sight-singing. Should be taken with Harmony 33. Prerequisites, courses 21 and 22. Two periods per week. 1 hour.

Ear Training and Sight-Singing, Advanced 32 (w). Continuation of course 31. Should be taken with Harmony 34. Two periods per week. 1 hour.

Advanced Harmony 33 (f). Chromatic harmony; altered chords, and modulation. Attention paid to instrumental styles as well as choral. Prerequisites, courses 23 and 24. Two periods per week. 2 hours.

Advanced Harmony 34 (w). Continuation of course 33. Study of more modern harmonic devices. Attention to florid styles; introduces twentieth century practices. Two periods per week. 2 hours.

History of Music 35 (f). General survey of musical development correlated with other cultural factors. Includes music from early times through the period of J. S. Bach. Prerequisite, sophomore standing. Three periods per week. 3 hours.

History of Music 36 (w). Continuation of course 35, which is not necessarily a prerequisite though preferably so. From the time of Haydn to the present. Three periods per week. 3 hours.

3. APPLIED MUSIC

A. Private instruction may be arranged for piano, organ, voice, and most orchestral instruments. Two hours credit per semester may be granted for major study; one for minor. Lesson periods are thirty minutes each. (Turn to Applied Music Curriculum.)

The term, major field, refers to the field of specialization, such as piano or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

B. Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in one or more of the school organizations.

ARTS AND SCIENCE

1. BIBLICAL LITERATURE

Life and Literature of the Old Testament 50 (f). Study in the light of historical backgrounds for present spiritual values. 3 hours.

Life and Literature of the New Testament 60 (w). Reading of each book in the light of Greek, Roman and Oriental elements in apostolic times. 3 hours.

2. ENGLISH AND SPEECH

a. COMPOSITION

English I (f and w). Provides instruction in the grammatical elements of composition and in the building of the sentence and the paragraph. 3 hours.

English II (f and w). Prerequisite, English I. Develops reading comprehension through an introduction to types of literature and offers practice in the writing of clear, forceful exposition. 3 hours.

Exposition 7 (f). Prerequisites, English I and II. The study and practice of expository writing, including original essays. Recommended for students entering professional schools. 3 hours.

Narration 8 (w). Prerequisite, English I. An introductory course in creative writing, with special emphasis on the short story. 3 hours.

Business Communication 2 (See COMMERCE).

Survey of Journalism 1 (f and w). No prerequisite. Open to freshmen and sophomores who want an opportunity to try various types of work in the field of journalism and who want to become active on the staff of the college paper. 1 hour.

b. LITERATURE

Masterpieces of Literature 3 (f and s). No prerequisite. Open to freshmen and sophomores. Includes the reading in translation and a discussion of representative works from Homer, Aeschylus, Sophocles, Euripides, Plato, Virgil, Herodotus, Aristotle, Racine, Moliere, and Ibsen, and the reading and discussion of a comedy and a tragedy by Shakespeare. 2 hours.

Masterpieces of Literature 4 (w and s). No prerequisite. Open to freshmen and sophomores. Includes the reading and discussion of significant prose and poetry from twentieth century English and American authors. 2 hours.

American Literature 5 (f and w). The course is designed primarily to acquaint the student with the important work produced in America. 3 hours.

English Literature 11 (f). Prerequisite, sophomore standing. A survey course in English Literature from Beowulf to the Romantic Movement. 3 hours.

English Literature 12 (w). Prerequisite, sophomore standing. A survey course in English Literature from the Romantic Movement to the Present. 3 hours.

Children's Literature 13 (w). Prerequisite, English Composition and Rhetoric 1 and 2. Open only to Sophomores in elementary teacher training. Survey of literature taught in elementary schools. 2 hours.

c. SPEECH

Fundamentals of Speech 5 (f and w). Training for proficiency in use of voice, in diction and stage presence. 2 hours.

Introduction to the Theatre 6 (f). Survey course in theatre history, stressing the contributions of playwrights, actors and social trends of all periods as contributing factors to the contemporary theatre. 2 hours.

Play-Production 7 (w). Survey course in theatre practice. Principles of scenery, lighting, and costuming. 3 hours.

Introduction to Radio 14 (f). Analysis of the voice and articulations problem of each student; main emphasis on study of broadcasting as a special form of public speaking, with consideration of the problems arising from the nature of the radio audience and the conditions of radio listening. 2 hours.

Public Speaking 15 (f). Prerequisite, Fundamentals of Speech 5. Practice in preparation and delivery of impromptu, extemporaneous, manuscript and memorized speeches. 3 hours.

Argumentation and Debate 16 (f and w). The theory of argument; research and brief-making; argumentative writing; practice in forensics and debate. 3 hours.

Dramatic Interpretations 17 (f or w). Prerequisite, Fundamentals of Speech 5, or one year of high school speech, or special permission of instructor. Emphasis on artistic and creative aspects of oral reading, acting, and characterization. 3 hours.

3. FOREIGN LANGUAGE

a. FRENCH

Elementary French 1 (f or w). Pronunciation, grammar, vocabulary, idioms, dictation, graded readings, and conversation. 5 hours.

Intermediate French 2 (w). Prerequisite, Elementary French 1 or two years of high school French. Intensive reading of short stories and poems, with emphasis on vocabulary building and conversation. 5 hours.

Advanced French 3. Prerequisite, Intermediate French 2.

b. GERMAN

Elementary German 1 (f or w). Pronunciation, grammar, dictation, memory work, easy reading, and conversation. 5 hours.

Intermediate German 2 (w). Prerequisite, German 1. Grammar review. Reading of literary selections, memorization of poems and songs. Emphasis on the spoken idiom. 5 hours.

Advanced German 3 (f or w). Prerequisite, German 2. Poems of Goethe. Representative plays of Schiller and Goethe. 5 hours.

c. LATIN

Elementary Latin 1 (f). Beginning Latin for students who have not previously studied any Latin. Training in the elements of the language with easy reading. 5 hours.

Intermediate Latin 2 (w). Prerequisite, Elementary Latin 1 or two years of high school Latin. Connected reading of selections from Caesar's "Gallic War" with intensive study of forms and constructions. 5 hours.

d. SPANISH

Elementary Spanish 1 (f or w). Fundamentals of pronunciation, vocabulary and grammar. 5 hours.

Intermediate Spanish 2 (f or w). Prerequisite, Elementary Spanish 1 or two years of high school Spanish. Reading, conversation and composition. 5 hours.

Advanced Spanish 3 (f or w). Prerequisite, Intermediate Spanish 2, or three years of high school Spanish. Rapid reading of Spanish selections, and intensive drill in conversation and composition. 5 hours.

4. LIBRARY SCIENCE

Introduction to Use of Library 1 (f or w). A study of the Dewey decimal system of classification and the card catalog is followed by a detailed examination and use of standard books of reference including encyclopedias, yearbook, and general tools. The course is designed to help the student use to a better advantage any high school, college, or public library. 2 hours.

5. MATHEMATICS

Plane Geometry 0 (f). A short course in plane Euclidean geometry. This course is only for students not offering one unit of plane geometry for entrance. No credit for engineering students. 3 hours.

Solid Geometry 00 (w). A short course in Solid Geometry for students not offering Solid Geometry from high school. No credit for Pre-Engineering students. 2 hours.

Intermediate Algebra 1a (w). A course in the fundamentals of algebra for those students offering only General Mathematics for entrance and others who are found to be deficient in mathematics on the entrance examination. Meets 5 hours for 3 hours credit. No credit for students offering one and one-half units in algebra for entrance. 3 hours.

Introductory Course in College Algebra 1b (f or w). Prerequisite, one year of high school algebra. Review of algebraic fundamentals, followed by study of quadratic equations, variations. Five hours for students presenting one year high school unit in algebra, 3 hours for students presenting one and one-half units in high school algebra. 3 or 5 hours.

Trigonometry 2 (f or w). Prerequisite, Mathematics 1b or 1½ units high school algebra and one year of high school plane geometry. Study of trigonometric functions and practical applications. 3 hours for students who present no high school units in trigonometry, 2 hours for students who present credit in high school trigonometry. 2 or 3 hours.

College Algebra and Trigonometry 3 (f). Prerequisite, one and one-half units in high school algebra and one unit in plane geometry. Study of advanced topics in quadratic equations, variations, progressions and trigonometric functions. 5 hours.

Analytic Geometry 4 (w). Prerequisite, College Algebra and Trigonometry 3, or Algebra 1b, and Trigonometry 2 with a minimum grade of "M". 5 hours.

Differential Calculus 5 (f). Prerequisite, Analytic Geometry 4. Fundamentals of differentiation and integration and practical applications. 5 hours.

Integral Calculus 6 (w). Prerequisite, Differential Calculus 5. Advanced theory of differentiation and integration, series, and functions of multiple variables. 5 hours.

Slide Rule 8 (f). A laboratory course in the technique of a log-log rule. A student may be excused if he shows satisfactory skill in the use of a rule. 1 hour.

Plane Surveying 9 (f). Prerequisite, trigonometry. An introductory course. A study of adjustment and use of surveyor's compass, levels, plane table and alidade, and transit. Field work in chaining, profile and differential leveling, traverse, land survey, etc. 2 hours.

Plane Surveying 10 (w). Prerequisite, surveying 9. A study of curvilinear survey; simple triangulation; area by coordinate and D. M. D.; topographic surveys; earth works and structural survey; underground survey; city survey; etc. 2 hours.

Engineering Problems 11 (f or w). This course is included to orient the students and assist them in applying the different branches

of mathematics to engineering problems. Included in the course are the use and application of exponents, logarithms, trigonometric functions, solution of triangles, laws of force and motion, mechanics, etc. 2 hours.

Technical Mathematics 12 (f or w). Study of mathematics involved in sketching, blue print reading, layout, and pattern making. 5 hours.

6. MECHANICAL DRAWING

Engineering Drawing 1 (f or w). Study of use of drawing instruments, lettering, technical sketching, tracing and blue printing. A. S. A. standards are basis for drafting conventions. 2 hours.

Descriptive Geometry 2 (f or w). Prerequisite, Engineering Drawing 1. Practical applications of principles to problems of geology and mining, and mechanical and architectural engineering. 2 hours.

Engineering Drawing 3 (f or w). Prerequisite, Engineering Drawing 1. Screw thread, bolts and nuts, detail and assembly, gear and cam design, topographical and pattern drafting. 2 hours.

Architectural Drawing 4 (f or w). Prerequisite, Engineering Drawing 1. The fundamental principles of house planning, including materials of construction and room arrangements. Plans will be drawn of some suitable building. 2 hours.

7. NATURAL SCIENCE

a. GENERAL SCIENCE

General Science 1 (f or w). No prerequisites. A survey of all fields of science, no laboratory. Especially recommended for elementary teachers. 5 hours.

b. BIOLOGY

General Zoology 1 (f). General survey of animal groups, followed by detailed study of one vertebrae and of representatives from other groups. 5 hours.

General Botany 2 (w). Study of structure and activities of living plants. 5 hours.

Hygiene 3 (f or w). Study of principles of personal and social hygiene, and public health. 2 hours.

Anatomy and Physiology 5 (w). Prerequisite, General Zoology 1 with minimum grade of "M". Includes study of structure of the cell, skeletal and muscular and nervous systems, and introduction to embryology. 5 hours.

c. CHEMISTRY

General Inorganic Chemistry 1 (f and w). Introduction to laws and theories of chemistry and to laboratory procedures. Three one-hour lectures per week and two two-hour laboratory periods per week. 5 hours.

General Inorganic Chemistry 2 (f and w). Prerequisite, General Inorganic Chemistry 1 with a grade of "M". Emphasis on oxidation-reduction reactions, applications of the law of chemical equilibrium, and properties of metals. Three one-hour lectures per week and two two-hour laboratory periods per week. May be taken for 5 hours credit with laboratory or for three hours credit without laboratory. 3 or 5 hours.

Qualitative Analysis 3 (f). Prerequisite, Chemistry 1 and Chemistry 2 (3 hours). May be taken simultaneously with Chemistry 2 lecture. Identification of metals and the more important anions. Three two-hour laboratory periods per week. 3 hours.

Quantitative Analysis 4 (w). Prerequisite, General Inorganic Chemistry 1 and 2. Includes both volumetric and gravimetric analysis. Five two-hour laboratory periods per week. 5 hours.

Elementary Organic Chemistry 5 (w). Prerequisite, 8 hours of college chemistry. An elementary course covering both aliphatic and aromatic compounds. Three one-hour lectures per week and two three-hour laboratories per week. 5 hours.

d. PHYSICS

Elementary College Physics 1 (f). Prerequisite, Plane Geometry. Includes study of mechanics, heat and sound. 5 hours.

Elementary College Physics 2 (w). Prerequisite, Elementary College Physics 1. Includes study of electricity and light. Courses 1 and 2 designed for pre-medical students. 3 hours.

General College Physics 3 (f). Prerequisite, ten hours of college mathematics. Calculus should be taken concurrently. Includes study of mechanics, sound and heat. Courses 3 and 4 for pre-engineering students. 5 hours.

General College Physics 4 (w). Prerequisite, General College Physics 3. Study of electricity and light, followed by introduction to modern applications of physics. 5 hours.

Technical Science 5 (f or w). Includes study of fundamentals of mechanics, heat, electricity, gear-calculations, speeds, and other operations concerning general shop. 5 hours.

8. PHILOSOPHY

Elementary Logic 1 (f or w). Sophomore standing. Study of laws of correct thinking and of scientific method. 3 hours.

Introduction to Philosophy 2 (w). Inquiry into such problems as the nature of truth, goodness, beauty and the nature of the universe and of human nature. 3 hours.

9. PSYCHOLOGY

General Psychology 1 (f or w). Principles which control individual human behavior. 3 hours.

Applied Psychology 3 (w). Prerequisite, General Psychology. The application of psychological principles to human relations, personality studies, and certain professional and non-professional occupations. 3 hours.

10. SOCIAL SCIENCE

a. GEOGRAPHY

Introduction to Geography 1 (f or w). Study of climate and natural resources, and modification of the earth's surface by internal and external forces, and their effects on populations. 3 hours.

b. HISTORY

Ancient History 1 (f). Survey of the early civilizations in Egypt, Mesopotania, Palestine, and Asia Minor, followed by a survey of the development of Rome through the imperial period. 3 hours.

Medieval History 2 (w). Survey of developments in Europe from the fall of the Roman Empire to the discovery of America. 3 hours.

Modern European History 3 (f). Study of growth of nations, and cultural and political developments from 1492 to 1815. 3 hours.

Modern European History 4 (w). Study of developments in Europe from the Congress of Vienna to the present. 3 hours.

American History 5 (f and w). The foundations of American nationality, with special emphasis on the European heritage, planting and development of colonies in America, evolution of colonial and national institutions, the slavery question and the war between the states; the post war period with emphasis on the development of labor organizations and business enterprise. 5 hours.

Contemporary Europe 6 (f and w). A survey of political, social and economic problems confronting European nations since the latter part of the 19th century, with especial emphasis on interplay of forces leading to World Wars I and II. 3 hours.

c. POLITICAL SCIENCE

General Economics 8 (f and w). Prerequisite, Sophomore standing. An introduction of the American economy. A study of the functioning of the competitive system, organization of business and labor, the economic role of government, the problems of production and consumption, money and banking, price determination, international trade, business cycles, social movements and social legislation and economic welfare. 5 hours.

State Government 10 (f and w). Study of the formation and structure of state government and its relationships with local government. 2 hours.

Government of the United States 11 (f and w). Study of the formation and structure of the Federal Constitution, and of governmental structure in the United States of America. 3 hours in f or w; 2 hours in s.

International Relations 12 (f or w). A general introductory course which includes the meaning of sovereignty, the evolution of the modern state system; factors which affect the power of a state, such as raw materials, political institutions, industrial, commercial and financial strength; the international positions and foreign policies of the great powers; history of recent international relations building for a more stable world. 3 hours.

d. SOCIOLOGY

General Sociology 1 (f or w). Study of forms of human association, with special attention to movements to improve human life. 3 hours.

The Family 2 (w). Study of factors which make or mar homes, and of ways to promote better homemaking. 3 hours.

PHYSICAL EDUCATION

Play and Games 1 For Women (f and s). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

Play and Games 2 For Men (f). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

REQUIRED COURSES

All men and women students are required to take courses in physical education throughout the first and second years.

1-2 Required Course, Freshmen Men (f, w, and s). Two periods each week. The activities offered will be decided by the instructor. Required Credit.

3-4 Required Course, Freshmen Women (f, w, and s). Two periods each week. The activities offered will be decided by the instructor. Required Credit.

5-6 Required Course, Sophomore Men (f, w, and s). Two periods each week. A continuation of 1-2. Required Credit.

7-8 Required Course, Sophomore Women (f, w, and s). Two periods each week. A continuation of 3-4. Required Credit.

VOCATIONAL EDUCATION

1. AUTO MECHANICS

Automotive 1 (f). Automotive machines. 8 hours.

Automotive 2 (w). Automotive fundamentals, particular attention to chassis and power transmission. 8 hours.

Automotive 3 (f). Automotive ignition. 8 hours.

Automotive 4 (w). Automotive maintenance. 8 hours.

Automotive 5 (f). Automotive body and fender instruction with emphasis on the straightening of fenders, frames, chassis. 8 hours.

Automotive 6 (w). Specialization in the preparation of the car for painting, and repair of upholstering. 8 hours.

2. JOINERY

Joinery 1, 2 (f and w). Instruction in care of tools, with practice in simpler operations. Construction of school furniture. 8 hours.

Joinery 3, 4 (f and w). Special instruction and practice in use of power tools, in making cost estimates, blue print reading, and in wood finishing. 8 hours.

Building Estimating 5 (f or w). Includes study of estimating material cost and labor costs and requirements. Organized if sufficient demand. 5 hours.

3. MACHINE SHOP

Machine Shop 1 (f). Lathe instruction, including the use of measuring lathe, use of bench tools. 8 hours.

Machine Shop 2 (w). Milling machine, specialized instruction in slab milling, gear cutting, jigs and fixtures construction, and use of the dividing head. 8 hours.

Machine Shop 3 (f). Shaper and drill press instruction. Instruction will be given on the Universal tool grinders. 8 hours.

Machine Shop 4 (w). Grinding instruction including internal, external, surface centerless grinding. 8 hours.

Machine Shop 5 (f or w). Special machines which include turret lathe operation, gear hopper, and gear shaper, with some attention toward tool making. 8 hours.

4. SHEET METAL

Sheet Metal 1 (f). Instruction in the care and use of tools in the simplest operations. 8 hours.

Sheet Metal 2 (w). Practice on a variety of small projects leading toward specialization. 8 hours.

Sheet Metal 3 and 4 (f and w). Specialization in general jobbing, general sheet metal, and heating and ventilation. 8 hours.

5. WELDING

Welding 1 (f). Acetylene welding. Instruction in the use and care of equipment on various metals and alloys. Special attention is given to planning and layout of welding jobs. 8 hours.

Welding 2 (w). Electric welding. Instruction in the use and care of equipment and welding on various types of metals and alloys. Special attention is given to planning and layout of welding jobs. 8 hours.

6. GENERAL METALS

General Metals 1 and 2 (f and w). Designed for students desiring an overall experience in Machine Shop, Sheet Metal, and Welding, a proportion of time being spent in each shop. Organized if sufficient demand. 8 hours.

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